

THE NATIONAL CAPITAL CODE of ETIQUETTE

COMBINED WITH

SILAS X. FLOYD'S
SHORT STORIES



DEDICATED to the COLORED RACE



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THE NATIONAL CAPITOL.

NATIONAL CAPITAL CODE
of
ETIQUETTE

By
EDWARD S. GREEN

AUSTIN JENKINS COMPANY
Publishers

Bibles and special books for the
Colored Race by Negro Authors

Write for free circulars

WASHINGTON, - - - D. C.

LOAN STACK

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By A. N. JENKINS

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PUBLISHER'S NOTE

This volume has been prepared by the author after months of careful thought and deliberation. It is doubtful if there is a man living in America today more competent to make suggestions to the general public concerning proper conduct on any and all occasions than Mr. Edward S. Green. He has served the United States Government for eighteen years, is a college graduate and recognized as a man of letters and literary attainments. His service in diplomatic circles both at home and abroad has given him the practical experience which stamps him as an undoubted authority on "Etiquette." His statements may be accepted as conservative and absolutely correct.

The reader of this book who earnestly strives to follow its teachings so far as possible will be as near correct as it is possible to be in this imperfect world.

We consider it a great pleasure, and our especial privilege, to respectfully dedicate this volume to
THE COLORED RACE.

AUSTIN JENKINS COMPANY.

PREFACE

If the author were suddenly asked to give one of the greatest SECRETS OF SUCCESS, he would unhesitatingly reply

“GOOD MANNERS.”

And what are good manners? They are one of the first absolutely essential qualifications for the perfect lady or gentleman. Just as the polish perfects and makes the rough diamond a thing of beauty and inestimable value; so a polite and courteous exterior adds to the personality of man, woman or child.

No matter how humble a man's position in life, no matter how high he may climb financially or socially—be he banker, broker, clerk, mechanic, laborer, stevedore—if he be truly worth while, he has within himself the desire to gain the respect and esteem of his fellowmen. This is a worthy ambition and its realization is within reach of us all.

It is true that a superficial veneer and polish frequently disguises a malicious and contemptible nature, just as there are imitations for all beautiful paintings or valuable jewels. Good manners can never alone make the perfect lady or the perfect gentleman; there must be a foundation of human kindness, honesty and character.

An army officer on the staff of George Washington once criticized him for raising his hat to a

colored laborer. The laborer, who was working on the road over which the two distinguished officers were riding sprang to his feet and politely raised his hat. General Washington promptly bowed and raised his hat in return.

When the General's friend suggested that his high position made the act of returning the colored man's salute undignified, the General replied:

"Do you suppose I ever want to think that he had better manners than I did?"

Thus spoke the perfect gentleman; kindly consideration of our inferiors as well as deference to our superiors is one of the first rudiments of good manners.

Every true American citizen secretly desires to appear at his best when meeting men and women who may occupy a somewhat higher position in the business world or society than he does. A feeling of embarrassment at such times is most natural, extreme nervousness is perfectly excusable. To be able to control these feelings and to appear perfectly at ease in any walk of life or in any class of society requires careful preparation and practice of those small actions and accomplishments so necessary to establish oneself and to gain a reputation of being a man or woman of the world.

Without doubt, the person who has learned to act naturally has accomplished a great deal towards his aim for good manners. Affectation,

airs, coquettish actions, haughtiness are often mistaken for good breeding, but not for long.

We all of us would like to be popular. A few hints as to how to realize this desire are not out of place right here.

First—You know what displeases or angers you personally. Avoid all such words or actions in your contact with others.

Second—The very young, and I think I can safely say this is more noticeable in the young woman than the man, are possessed of an absolutely incorrect idea that the world at large is vitally concerned in their own little romances, escapades, etc. How frequently you notice a young girl who monopolizes the conversation for hours, telling of where she has been, "What Charley said" that "So and So was crazy about her," a sort of continued performance of herself. No matter what charms a young woman may possess, she will be unable to overcome the handicap of this line of conversation.

Third—Strive to please. Study your friends and acquaintances. If they have hobbies, encourage them to talk about their specialty. Find out what interests them and then learn to be a good "listener." You will be amazed at the reputation you will presently gain for being intelligent, without having to express any opinions yourself. There are few who are unselfish enough to follow this continually and literally, but when one does, he is everybody's friend.

Be quick to share the joy or grief of an acquaintance; sympathize with them in bereavement and rejoice with them in good fortune; lead them to think that you are personally interested in everything that concerns them. If a friend is bound up heart and soul in some undertaking, whether an affair of the heart, profession, sports, business, let him gain the impression that his success and interest are matters of vital importance to yourself—if more of us followed these hints for tact and diplomacy, the world would be a happier place in which to live.

This volume has been prepared with the end in view of properly fitting the young man or woman to occupy their proper place in society; to assist them in acquiring the poise and bearing that is absolutely essential for their future happiness and welfare. Followed carefully, the teachings of this book will go far towards assuring success both socially and financially.



CONTENTS

	PAGE
PREFACE	6
I. HOW TO DRESS.....	13
II. CORRECT TABLE MANNERS.....	24
III. ON THE STREET.....	29
IV. CORRECT STYLES FOR VISITING CARDS.....	33
V. INTRODUCING FRIENDS OR ACQUAINTANCES.....	43
VI. ART OF CONVERSATION.....	50
VII. WEDDINGS AND WEDDING ANNIVERSARIES.....	55
VIII. SOCIAL CALLS, AFTERNOON RECEPTIONS.....	67
IX. BALLS, DANCES, PARTIES.....	74
X. AT THE THEATER.....	82
XI. PERIODS OF MOURNING.....	86
XII. AT CHURCH	83
XIII. CORRECT LETTER WRITING: SAMPLE SOCIAL AND BUSINESS FORMS	93
XIV. IN THE HOME.....	123
XV. GENERAL RULES	132
XVI. SUGGESTED MENUS	137
XVII. CORRECT DRESS CHART FOR MEN.....	139

CHAPTER I

HOW TO DRESS

The old adage that "Clothes make the man" has long since been discarded as greatly overdrawn and generally used by some wide-awake, up-to-date clothing manufacturer as a fetching advertisement to assist in the sale of his goods. However, it certainly is an indisputable fact that clothes contribute to no small extent to a man's success or failure. Nothing is to be herein misconstrued as indicating that a man or woman must necessarily have expensive clothes in order to be properly dressed. Prevailing styles are far more closely followed by the feminine portion of the human race than by mere man. The intelligent, accomplished woman of today, with some ability as a seamstress, can dress not only in a becoming manner, but by following the style and fashion exhibited freely in the exhibition cases and windows of any first-class department store, can be really smart in her wearing apparel.

The male of the species is more fortunate; styles are more conservative, and while our haberdashers are striving from time to time to force striking and extreme styles with belts, tightly fitting waist bands, flaring and fancy vests, yet the really well-dressed man rarely goes to such extremes.

The two most essential points in a man's correct dress are at his feet and throat. No matter how finely garbed a young fellow may be as he strolls down the main street of his home town, if his shoes are not nicely polished and his collar and tie immaculate and in good taste, his general appearance is extremely bad. The styles of collar that may be worn correctly are practically unlimited. The tall and slender individual appears at his best in a somewhat high collar, while the heavy-set, stockily-built man should select a collar of medium or limited height. It is in poor taste for a man with a long neck to wear a low collar, while it is positive torture, besides looking badly, for a gentleman who has accumulated considerable flesh about the throat to attempt to force his neck into a wide style.

A black tie is considered good form on practically any occasion, while almost any style or colors may be pleasingly chosen during office hours by the business man or clerk. Be careful to avoid colors that do not blend with the remainder of your wearing apparel, and above all things shun the so-called "loud" ties with colors that fairly shriek unto Heaven. Avoid bright reds, yellows and light greens as you would the plague; dark reds, dark greens, browns, black and white stripes or checks are always good form.

The proper tie for a dinner or Tuxedo coat is a plain black bow; the so-called bat-wing is a good sample of this style. For the few occasions when



THOMAS CIRCLE, THOMAS STATUE IN BACKGROUND, ILLUSTRATING CONSERVATIVE STREET CLOTHES FOR GENTLEMEN.

strictly Full Dress is worn, a medium-sized white bow tie, with a straight collar, which may or may not be turned over at the edges where fastened is good form. White gloves are usually worn in connection with Full Dress at weddings or other ultra fashionable functions.

Business men, in fact, all men whose work is of a sedentary or indoor character, should choose patterns that are becoming, but should not choose clothes with loud stripes or checks. It is always well to remember that any suit of clothes that attracts attention by its unusual or striking appearance is bad form.

During the working hours, negligé shirts are the proper thing, with soft cuffs, reversible or not, as desired. Soft collars on extremely hot days are quite correct. With Tuxedo or Full Dress, a stiff front white shirt should be worn.

Black shoes are always proper. Tan shoes may be worn with practically any suit, but black footwear is much preferable with dark clothes. Avoid extremely light tan shoes—the very light shades of tan are becoming almost obsolete. Black shoes only should, of course, be worn with Tuxedo or Full Dress, patent leather if possible.

And right here let me emphatically invite the attention of young men and women, yes, I will add old men, women and children, to the following well-known quotation:

“When in Rome do as the Romans do.”

Literally translated from a standpoint of cor-

rect dress, this means, "dress to suit the function or the occasion."

If invited to the home of a friend or an acquaintance to dinner, for a social evening, or for a reception or party, try to ascertain, tactfully, how the majority of the crowd will be arrayed. This can be done by using a little diplomacy. It is not at all out of place to ask your host or hostess how he or she expects to dress for the occasion; this sort of a question generally pleases. Then dress about as you expect they will. It is just as bad form to appear at a social gathering of any kind in fine raiment, Full Dress if a man, or Decollette if a woman, when the balance of the assemblage is in plain attire, as to appear at a wedding in a checked suit and tan shoes when every one else is in Full Dress. A well-informed host or hostess will generally indicate in some delicate but unmistakable manner whether a gathering is to be an extremely fashionable affair or simply informal.

And now to approach briefly and with fear and trembling the subject of proper clothes for women. An entire encyclopedia of information on this subject could be compiled and would doubtless be perused with interest by members of the fair sex, but the subject is so extensive and complicated that the author will only touch lightly thereon, confining his advice to certain points that are unchanging and invariable through changing years and seasons.

A woman should, so far as possible, dress in the

prevailing style; any sixteen-year-old school girl can glibly tell you what is being worn and whether such and such a hat is becoming and stylish or a horrible creation.

The foregoing statement must be modified to the extent that no woman should for fashion's sake choose a costume that is entirely unsuited for her. Just as certain combinations of colors are entirely wrong for certain people, so some styles are impossible for certain faces and figures.

If a woman's resources are limited and her pocketbook a trifle lean, she must use her intuition and initiative to prepare for herself at reasonable cost costumes as stylish and becoming as possible upon her allowance. It is here that the woman who makes her own clothes triumphs over her less fortunate sister who is compelled to pay the price to exorbitant dressmakers and clothing establishments.

Even more is it necessary for a woman to be neatly and stylishly shod than for a man. Oh, what a sad sight to see a charming young woman otherwise well dressed, whose entire appearance is practically ruined by shoes that are not in harmony with the balance of her costume, run down at the heel, or unpolished. The question of heels upon women's shoes has been a source of considerable argument since the time of the late lamented Louis XV, during whose reign the high French heels was ushered in; far be it from the author to attempt to dictate on this point. High French

heels, Cuban heels, Conservative heels, Low heels, all are proper in their place. As a matter concerning hygiene and comfort, it might be suggested that conservative heels on the street might be worn in better form, and the more extreme, high heels in the evening at dinners, parties, balls, etc.

The same advice can be given to women as to men relative to avoiding colors and combinations of colors that attract attention because they are strikingly unusual.

The stenographer, clerk or business woman never looks better nor is in better form than when attired in shirt waist, dark blue or black skirt, black shoes and stockings. It is a great mistake for a girl who is obliged to work for her living to overdress at the office or store—it is frequently fatal to her chances for advancement and quite apt to be misconstrued and made an excuse for insinuating remark and malicious arguments as “How on earth can she dress that way on her salary?”

Above all, dress modestly—any style that demands too much license, too much vacant space at the top or bottom of a gown, should not be encouraged—something at least should be left to the imagination. With these few remarks the author is content to leave the question in the hands of wives, mothers, sisters and daughters, relying upon their innate and delicate sense of what is the proper thing.

The lady of good taste and judgment will select

with unerring judgment styles and colors that are becoming and gowns that are appropriate for the various occasions for which they are selected.

It is a well-known fact that certain colors that add to the charm of the blonde will frequently destroy the entire effect of a costume and general appearance of a brunette. For example, blue is a most trying color for brunettes and should be avoided. Pink and yellow are, in turn, colors that blondes should never wear—it takes a decided brunette to appear well in yellow. A short, stout person should select clothes that will not magnify this condition. Black is always appropriate, likewise dark and navy blues for ladies who are somewhat heavy. Stripes running the length of a dress will have the effect of adding to a woman's height.

Bright colors may be chosen at all times by the young and more subdued shades by the middle-aged and old.

Blondes may safely choose dark violet shades, with lilac and blue; also green with darker or lighter tints. If the blonde has plenty of color in her cheeks, she should select lighter shades. All conservative shades, such as drab, gray, maroon, russet, drab, etc., look well when worn by blondes.

All brunettes look well in black. They may choose bright colors with far better effect than blondes. Yellow trimmed with black always presents a striking and becoming appearance in the case of brunettes and bright shades of red and green look well, but care should be taken in select-



THREE LITTLE MAIDS, ILLUSTRATING CORRECT STYLES FOR THE STREET.

ing a costume not to have these colors predominate to an extent that will make the costume too striking and unusual in appearance.

Loud smelling perfumes and colognes should be avoided; choose only the best and most conservative brands. Perfume should be only a delicate hint, a scarcely perceptible odor. One of the most objectionable features of any one's toilet is the odor of cheap, reeking perfume.

In the home, a lady should in the morning wear a loose, flowing dress or negligé. On the street a walking costume should be worn, with skirt that clears the ground. Styles relative to the proper length of the skirt change so rapidly and there are such a variety of opinions that it is not deemed advisable to dictate on this all-important topic.

A housewife should always try to dress for the evening meal, or if this is impossible, after it has been served. A man's interest in his wife is maintained by seeing her look charming and attractive. Nothing tends to kill a man's interest in his wife and home more rapidly than an unkempt, untidily dressed woman. No matter how strenuous her duties, the wife and mother should strive to appear neat and attractively dressed when the family sit down together in the evening. The same thing applies to the man and to all members of the family.

As heretofore stated, for balls, operas, theaters, etc., the ladies' dress should be as elaborate as her circumstances permit, always bearing in mind to

dress according to the party or company one expects to join.

In traveling, a lady should choose colors that will not show dirt and dust; tans and grays are suitable—nothing is more appropriate nor looks better on the train than a neat-fitting gray or tan suit.

Parents, have your children dress as well as your income will permit. Nothing teaches a child self-respect and confidence more than good clothes. Never force a boy to wear made-over and ill-fitting clothes unless absolutely necessary. Nothing is more trying to a boy than to be accused by his playmates of wearing father's clothes cut down.

CHAPTER II

CORRECT TABLE MANNERS

Not less important than propriety in dress is a knowledge of what is and is not permissible at the table. It is a remarkable fact that many well-bred people are extremely deficient in their manners at table. This is usually the result of lack of early training or carelessness. Nothing will stamp a man or woman so quickly as "ill-bred" as improper behavior when eating. To eat gracefully is an art that few of us ever acquire—to commit as few blunders as possible and to avoid unpardonable actions should be our chief ambition. There is but one safe way to accomplish the desired result and that is to be just as careful when dining at home with one's family as at a dinner or banquet. It is extremely difficult to overcome in a moment habits that have been formed through months of carelessness at home.

One should sit erect at the table, with feet near his chair. The hands should be in one's lap or on a level with the table. It is extremely bad form to bend forward over our plate to any great distance, or to place the elbows on the table. A man should partially unfold his napkin and place it over the left knee; a woman unfolds her napkin slightly more and places it in her lap, over her gloves if she wears them. At a public dinner at the close of the meal, the napkin is left beside the

plate; it is not necessary to fold it. However, when dining with friends and it is possible that your stay may be continued for several meals, it is a good plan to observe the host and hostess. If they fold their napkin in anticipation of using same at the next meal, it is well to follow suit and imitate their example.

It is scarcely necessary to state that the knife is never, under any circumstances, to be used to convey food to one's mouth. The old days of sword-swallowing feats are over; the knife is to be used for cutting alone. When cutting meat, the knife is held firmly in the right hand, the thumb and index finger slightly down on to the blade; the fork is held in a similar manner in the left hand. The fork is then transferred to the right hand and is used to convey the food to the mouth. When not in use, the knife and fork should be placed on the plate; they should also be so placed at the conclusion of the meal. The fork is the most useful of all table utensils and should be used whenever possible. It is never proper to use a spoon for salads, vegetables, etc. The perfectly-set table will also provide forks for all desserts, even to ice creams and sherbets.

Coffees and tea will be served in cups, accompanied by a spoon. The spoon is used in ascertaining whether or not the beverage is of a temperature which permits immediate drinking and whether it is sufficiently sweetened. Thereafter one should drink direct from the cup. Never



PERFECT TABLE MANNERS.—A FORMAL DINNER

leave a spoon standing in a cup; it is not only bad form, but may cause a most embarrassing accident.

It is desired to emphasize the fact that in eating soup, the spoon should not be drawn across the plate towards the diner, but away from him; soup as well as all beverages should be passed into the mouth from the side and not from the tip of the spoon.

Breakfast foods, berries, custards, grape fruit, oranges, etc., are of course eaten with a spoon; in fact, anything served with milk or cream.

A bread-and-butter plate will be found at well-appointed dinner tables at the left of the diner. This plate will contain both the bread and the butter. A small knife will be found beside the plate; the bread is broken and each piece buttered separately as broken.

Pickles, olives, radishes, grapes, small fruit, except berries, nuts, etc., are eaten with neither fork nor spoon—simply use the fingers.

Asparagus is a real proposition to eat properly; it can either be eaten with a fork or may be taken in the fingers. The large end of the asparagus should be left on the plate.

Regarding vegetables, a good rule to follow is "When in doubt, use the fork"—you are pretty apt to be correct.

Cake will probably be served to you on a separate plate and may be eaten with a fork; if no

fork is provided, you have no other alternative but to use your fingers.

A special salad fork is usually provided with all salads; if not, an ordinary dessert fork may be used.

When arriving at the table one should watch his hostess for the signal to be seated. The same signal will doubtless be given by host or hostess when leaving. It is not necessary to push your chair back against the table as you leave. You are at liberty to converse with the guest either on your right or left, but it is not good form to converse across table or to any one at some distance away, except in exceptional cases.

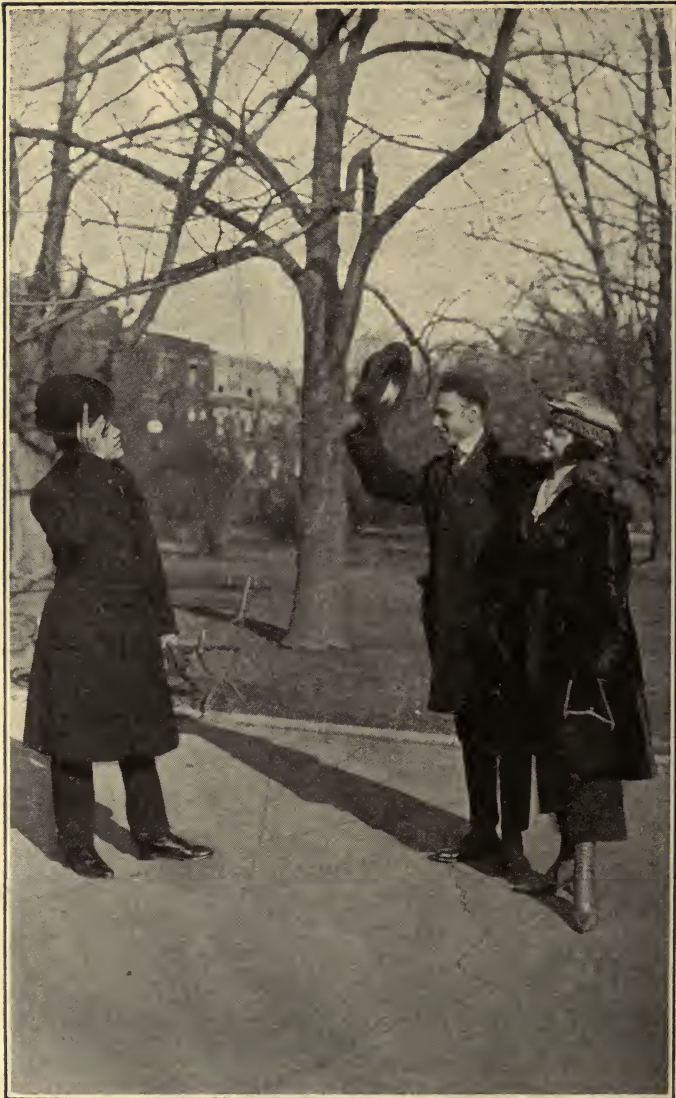
CHAPTER III

WHEN ON THE STREET

One should be guided by circumstances to a certain extent when promenading for pleasure or en route to office or work; your judgment and intuition will frequently be sufficient to meet unexpected emergencies. However, there are certain hard and fast rules which must be followed on all occasions.

All gentlemen when meeting a lady acquaintance should give her a courteous salute, consisting of a short bow accompanied by raising the hat about one foot from the head. In tipping the hat, if a straw or stiff hat, it should be grasped lightly by the front rim at the right-hand edge and raised above the head slightly to the right, being replaced immediately. It is not only unnecessary but shows poor judgment to keep the head uncovered for any great length of time; it is also a menace to health in cold or stormy weather. If a soft hat of the Fedora style is worn, it may be raised by taking hold of it at the top, slightly towards the front.

It is not good form for a gentleman to stop a lady on the street to converse; he should politely request the privilege of walking by her side in whatever direction she may be going. When leaving her, he should again tip his hat. A lady has the privilege of requesting a gentleman to



GEORGE WONDERS WHO HARRY'S CHARMING COMPANION MAY BE.
ILLUSTRATING CORRECT MANNERS OF SALUTING ON THE STREET.

stop and talk, but when this is done the couple should step one side so as not to be in the way of others passing.

In case of old friends, either gentleman or lady may speak first when meeting on the street with perfect propriety. When the acquaintance is slight, or of a somewhat formal character, the lady should be first to speak, indicating by a smile or slight inclination of the head her willingness to recognize her acquaintance publicly. The man immediately acknowledges this recognition by bowing and raising his hat.

A gentleman when walking with a lady should invariably bow and raise his hat when meeting any of his own acquaintances, or any one else who speaks to his companion. On such occasions he salutes any gentleman he happens to meet in the same manner as the ladies, invariably both bowing and raising the hat. This is extremely important and omission of same shows one's ignorance of a very common courtesy.

When the thoroughfare is crowded and it becomes necessary to push through, the gentleman should always precede the lady and clear the passage for his companion. On most other occasions when necessary to walk in single file, the gentleman should allow the lady to go first.

The correct position for a gentleman when promenading with a lady is next the curb. If he is walking with two ladies, it is generally considered better to occupy the same position next the

curb, the two ladies walking side by side. This latter requirement is not absolutely imperative; however, it is not a serious breach of etiquette for a gentleman to walk between the two ladies, especially if either or both of them request it.

A gentleman should assist a lady into an automobile or street car and then follow; when ready to alight, he steps out first and extends his hand to assist her to the ground.

It goes without saying that no perfect gentleman will remain seated in a public conveyance of any kind when ladies are standing. This is one of the first rudiments of good breeding. A young woman or child should always offer to give up a seat to any elderly man or woman—this is not only required by courtesy, but shows thoughtfulness and kindness.

CHAPTER IV

CARDS

Cards of innumerable styles are used for different business engagements, social functions, etc.

The most common is the so-called "visiting" card. A good quality of Bristol board should be selected, not too heavy, but sufficiently so to retain its shape well.

A gentleman's calling card is considerably smaller than those used by the opposite sex, $1\frac{1}{2}$ inches by $2\frac{1}{2}$ inches is a good size. The married woman uses a size somewhat larger, possibly 2 by 3 inches, while the debutante and unmarried woman chooses a size just between the two, possibly $1\frac{3}{4}$ by $2\frac{3}{4}$ inches.

These cards should be engraved and finished in black ink—any other color for plain visiting cards is extremely poor style. Lettering may be in plain capital letters, Old English or Running Script. About the only title properly appearing on a visiting card is the prefix Mrs., Miss or Mr. The address should be placed in the lower left-hand corner of the card, for example:

A married woman is supposed to invariably give her husband's full name with the simple prefix "Mrs." On no account is it permissible for her to use her own first or maiden name.

The unmarried woman's card is engraved Miss Gertrude Pendleton. Married women with fami-



A NATIONAL CAPITAL MATRON

Mrs. William Peyton Jones

345 Jackson Court

lies sometimes simply use their last names; this is also permissible for the eldest daughter; for instance, Mrs. Ferguson or Miss Ferguson. This custom is gradually going out of existence, and while there is no real objection to it, the full name is preferable.

Widows are given considerably more license in selecting their visiting cards. If she so desires,

Miss Gertrude Pendleton



A CHARMING WASHINGTON HOSTESS.

she may retain her husband's name after his death, or may use her own Christian name. In this way, Mrs. Henry Wilson Brown, after the death of her husband, may retain her use of this name or may change same to read Mrs. Margaret Brown; again, supposing her name to have been Margaret Williamson before marriage, she may now have her name appear on her calling cards as Mrs. Margaret Williamson Brown, or even Mrs. Williamson Brown; any of these titles are correct and proper. This also applies to divorced women, although it is to be strictly understood that a divorcee who has had her maiden name restored is under no circumstances to use the prefix "Miss"; it must invariably be "Mrs." Thus, Miss Mayme Hunter marries Richard Childs and becomes Mrs. Richard Childs. She is granted a divorce, together with permission to use her maiden name.

Mrs. Beberly Bayne

Miss Bayne

She does not now, as is commonly supposed, become Miss Mayme Hunter again, but *Mrs.* Mayme Hunter.

It is customary and quite correct for young ladies to have their name engraved directly below that of their mother on the same card, as

The above is the proper style for the eldest daughter; if one of the younger members of the family, the young lady's Christian name should appear; for example:



Mrs. Beberly Bayne
Miss Florence Bayne

The two foregoing cards are used only when the young ladies have not "come out" or made their debut; after this most important event in a young girl's life, she is, of course, entitled to a card case of her own.

There are several correct forms for gentlemen's calling cards. He may or may not, at his own option, use the prefix "Mr." Hence, Mr. William

Hardison or William Hardison would either be correct. When the suffix " Jr." is used, the prefix " Mr." should be omitted, as Charles Buchanan, Jr. It is quite proper, in fact, desirable, for a gentleman to have his address engraved on his calling cards. If he is high enough up in the social scale to have a club, it is considered smart to have the club address take the place of his residence. Telephone numbers on visiting cards are not good form.

A man who has served in the military service is entitled to use his title, as



CAPT. ARTHUR HOUSTON, U. S. A.

In making calls, it is customary for a married lady to leave one of her own cards and two of her husband's. The explanation of this is that she leaves her own card simply for the lady of the house, and one of her husband's for both the lady and gentleman. In ultra fashionable society, when emergency prevents a personal call being made, it is considered quite proper for cards to be mailed to the person upon whom one desires

A professional man may inscribe himself as

JOHN WILLIAMSON, M. D.

to call, but is prevented on account of the shortness of the individual's stay, pressing engagements, etc. In this case, cards should be returned in the same manner. It is extremely bad form, if not an actual insult, to return a personal call by mailing cards in return, however.

Plain visiting cards should be enclosed with gifts, flowers, etc. It is quite proper and courteous to add in pencil or with pen, "Compliments of," "With best wishes," "The compliments of the Season," etc., etc.

It is a very pretty custom to send out birth cards following the birth of a child. The card selected should be small, not larger than 1 inch by $1\frac{3}{4}$ inches. The proper engraving would be

WILLIAM WADSWORTH EVANS

4:30 P. M.

FEBRUARY 16

This card should be placed in a small rather closely fitting envelope and then re-enclosed in another larger envelope and addressed.

A gentleman or lady in mourning is at liberty to have a plain black band around the edges of calling cards—care should be exercised not to make this band too prominent—under no circumstances should it exceed $\frac{1}{4}$ inch in width.

When it becomes necessary for abrupt departure and it is impossible to make personal calls, P. P. C. cards should be sent out by the departing individuals. P. P. C. is an abbreviation for the French mode of fare well “To take Leave.” These letters should be written in capitals in the lower left-hand corner of visiting cards and the cards mailed to such acquaintances and friends as are desired. Upon receipt of P. P. C. cards they should be promptly acknowledge by courteous farewell notes, or if lack of time prevents writing such notes,—cards should be mailed. Such good wishes as “Bon Voyage,” “Good Luck,” etc., are properly written on the cards before mailing in return.

Upon returning from an extended visit or from abroad, cards should be mailed with address, also containing days at home.

When cards are mailed, they should be placed in a small-sized plain envelope and this envelope is enclosed in a larger envelope for addressing.

When a young man calls upon a young lady the

should leave not only a card for her, but also one for her mother or chaperon.

In making business calls, it is customary for the caller to send in his card to the person visited. Likewise, a gentleman calling socially, should send his card to the family or individual, handing same to the servant, or whoever admits him to the house.

CHAPTER V

INTRODUCING ONE'S ACQUAINTANCES

Introductions are one of the most important essentials of good society and it is well to carefully read the following chapter as there is no other custom so greatly abused as this one. To introduce one's friends and acquaintances indiscriminately is not only a breach of etiquette, but shows a lack of common sense. Before introducing any one it is well to consider the fact that by so doing you place yourself indirectly responsible for this person's habits and morals, and more indirectly, for his future conduct—in other words, you recommend him as worthy of the confidence and esteem of the party to whom introduced. It is also a fact that some introductions are exceedingly distasteful to one or the other party, not infrequently to both. Hence, the advisability of consulting both parties, if possible, before the ceremony of introduction. Grafters, confidence men, social climbers and undesirables of both sexes and various occupations crave introductions for the purpose of plying their nefarious or scheming trades, or for purely selfish reasons. An introduction is not merely the announcing of the name of the party introduced, but a recommendation and endorsement. This is probably more true in the business world than at social functions. Formal acquaintances are made at banquets, balls



ONE OF WASHINGTON'S POPULAR SOCIAL LEADERS.

and other public social gatherings which are really not seriously considered by either party. A lady who is introduced to a gentleman at a ball, for example, has the right to refuse to recognize him when they next meet. No gentleman should presume upon such formal introduction to force his attentions upon a lady who plainly shows that she does not desire it.

It is regrettable that a lack of tact on the part of a hostess frequently causes embarrassing situations. For instance, she will introduce a gentleman to one of the ladies present and then leave them. The intent and purpose of this introduction is to secure partners for her guests. Some men are so grossly ignorant of what is right and proper that they will utter a few inane remarks upon such occasion and walk away, leaving the lady standing and in a most trying and annoying position. He does not care to dance, at any rate, not with her, and is not gentlemanly enough to go through with it as he should, regardless of his personal desires; he can at least remain and converse during the dance. Frequently the ladies are just as selfish; they will blandly say "Thank you, but I am not dancing this evening," then turn and engage some one else in conversation, leaving the poor young man, flushing and ill at ease, in doubt as to what to do next. Both of these young people are guilty of discourtesy and could quite consistently be accused of being "ill-bred," but the initial fault lies with the hostess. All ladies

who are entertaining should carefully ascertain whether or not both parties are willing to meet and dance before bringing about a situation of this kind.* This can be done with diplomacy, by creating the impression to both parties that she is conferring a favor. As, for instance: "Mr. Carson, I have a charming girl I am anxious to have you meet," and, "Miss Davis, have you met the interesting Mr. Carson?"

There are a great many perfectly proper modes of introducing; for example:

In introducing a gentleman to a lady—

"Miss Armstrong, may I present Mr. Duvall?" or "I believe you have never met Mr. Duvall." If for certain reasons you desire to have the introduction make a strong impression, you may say "Miss Armstrong, I should like to present my very good friend, Mr. Duvall."

In introducing two ladies, the younger should invariably be presented to the elder. When in doubt as to age, it is tactful to make some remark, such as "I think you two ladies should know each other."

A wife in introducing her husband should say, "This is my husband, Mr. Smith"; if a military or professional man, she should invariably give him his correct title, as "Captain Smith," "Professor Smith," etc.

In introducing a celebrity, it is perfectly proper to say "Miss Holmes, allow me to present Colonel Hopkins, who is just back from France," or,

“ This is Mr. Wright, the famous architect, whose plans for the new Commercial Club have just been accepted.”

A gentleman upon being introduced to a lady should never offer his hand. This is the lady's prerogative, and she may or may not do so, just as she sees fit. As a general rule, the lady simply gives a slight inclination of the head, which the gentleman acknowledges by a formal bow. Immediately following the introduction, the gentleman should take the initiative and declare his pleasure at the opportunity of meeting the lady in proper terms. It is well not to be too demonstrative, otherwise the lady may rightfully think you a little too forward. “ Delighted to make your acquaintance ” or “ I am pleased to meet you,” would do as a starter. The lady never is expected to tell the gentleman what a pleasure it is for her to make his acquaintance, except in certain cases, introduction of some celebrity, or in case both parties have been mutually looking forward to the introduction. The lady should acknowledge his courteous preliminary remarks with a smile, or some conservative remark. The gentleman, in the event the conversation is to be continued, should then make some appropriate remark upon some safe subject with a view towards removing the strained feeling that usually follows formal introductions.

Frequently, in spite of the hints against indiscriminate introductions, some one will be careless

enough to introduce two persons who may be particularly anxious to avoid meeting. It is not an uncommon thing, particularly at public gatherings, for two avowed enemies, who are entirely hostile, to be unfortunate enough to meet by formal introduction. In such event, both will smile and bow as if delighted, no matter if at heart they are longing to be at one another's throats. The art of self-control and poise under most trying and annoying conditions is one of the greatest proofs of good breeding.

At social gatherings, a gentleman should invariably rise when introduced either to another gentleman or to a lady. There is no necessity for the lady to rise for presentation, if already seated.

Introductions on the street should be avoided when possible, but when a necessity, a bow and smile is all that is necessary; unless some particularly good reason exists, the parties will then immediately continue on their way.

There is no excuse that can possibly be given by any gentleman for failing to return a lady's salutation; if he does so, he is a boor and unworthy of social recognition from any one. If, for any good reason, he desires not to recognize the lady, he should avoid every possibility of meeting her face to face, going out of his way to accomplish this, if necessary.

A lady who gives a direct cut to a gentleman whom she has met, without some plausible and reasonable excuse, is equally as reprehensible.

A lady has the privilege of refusing to meet a gentleman, but if she should desire to present two gentlemen acquaintances one to the other, they should amiably consent to such introduction, even though undesired. However, the remarks heretofore given on this subject relative to not making introductions unless fairly certain they will not be disagreeable, should apply in this instance as well.

If some well-meaning but misinformed individual should suddenly introduce a gentleman to a lady, even though the lady particularly desires not to meet him, she should invariably acknowledge the introduction courteously and converse pleasantly during the interview; she has the privilege to forget this introduction and fail to recognize the gentleman in the future, but should avoid meeting him under these circumstances, if possible.

CHAPTER VI

CONVERSATION

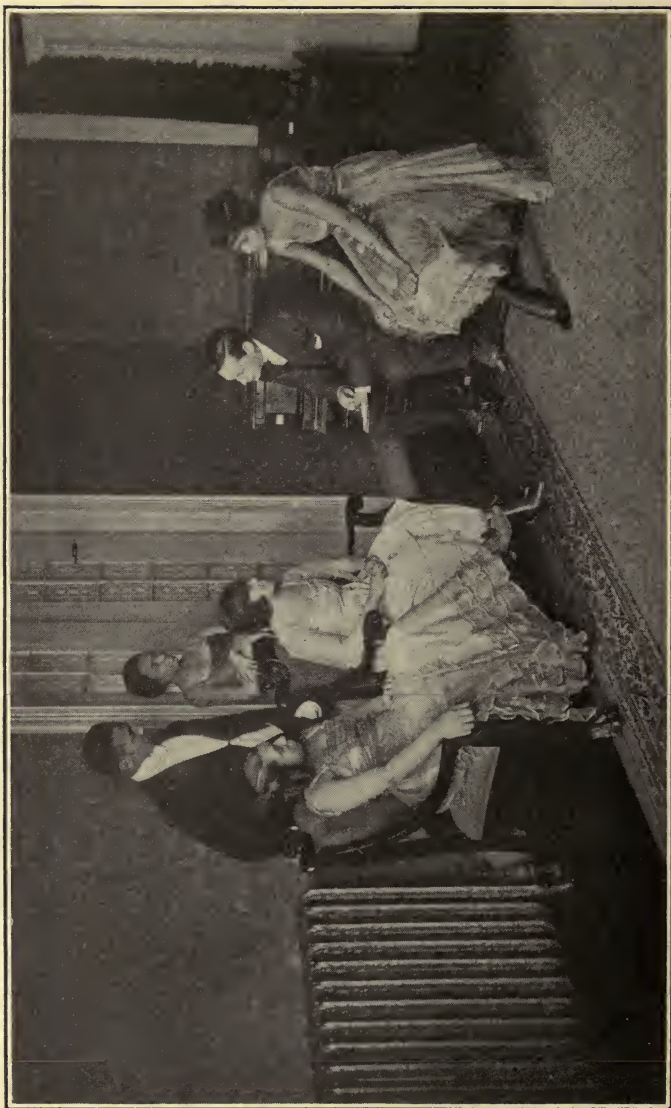
And now we come to one of the most important qualifications for success socially or in the business world.

To be a good conversationalist is to be a shining light and a desirable addition to any social gathering. It not only requires command of the English language, a good vocabulary and general information on many subjects, but again that quality so essential in social life, and, alas, so seldom possessed, "tact." One must know when to talk and when to listen—must realize intuitively when the conversation is holding the interest of the assemblage or boring them to distraction.

We have heretofore mentioned that one may gain the reputation of being intelligent by simply becoming a good "listener."

Celebrities and other notables generally have hobbies. A genius is almost invariably selfish and desires to force the conversation along certain lines regardless of the wishes of others. A young man or young woman, although greatly bored by the trend of such conversation, should pay complete and deferent attention to same. If there is a more dry topic of conversation than higher mathematics, the author does not at the moment recall it. A member of the Faculty of one of our leading universities, whose particular line and

hobby was Advanced Calculus and other branches of mathematics sat next to a young man at an alumni banquet one night several years ago. This particular young man loathed mathematics; he abhorred geometry, trigonometry, and had barely managed to slip through his final examinations on account of his woeful lack of knowledge of the rudiments of even the lower branches of mathematics. The learned professor seized this young man as his lawful prey, fairly swamped him with dissertations, concrete problems and obtuse calculations. Our young friend, realizing his complete ignorance of the topics and conversation, and hating it all with a deep and bitter hatred, inwardly cursing the fate that had thrust him next to this human calculating machine, yet at all times preserved an attitude of polite and complete attention, occasionally asking a safe and sane question, but never betraying by the flicker of an eyelash that he was boiling and seething inwardly. After the banquet the expert mathematician remarked to a leading financial magnate who happened to be present that he had never before met a young man whose general knowledge of mathematics was so sound and whose ideas were so excellent. The financial magnate in questions, always on the lookout for good material, began to notice the young man, engaged him in conversation, found him really well informed on general subjects and offered him a good position. This young man is now in position to be a power in the business world sooner or later. He owes it entirely to



THESE WELL-BRED PEOPLE ARE GOOD "LISTENERS."—ILLUSTRATING THE ART OF CONVERSATION.

his ability to control his feelings, to extend polite and courteous attention to the conversation of some one whom he realized as his superior. This is, of course, an exceptional case, but serves to illustrate the fact that "listening" as well as "conversing" is one of the valuable and essential ways of showing that one is well bred.

The really good conversationalist will never monopolize the conversation, he will never bore his listeners. All hostesses realize what a feature at a dinner or any other social gathering he is; he is in demand, his engagement book is always full; he can dine away from home every evening if he so desires. He carefully chooses his topics to suit the tastes of his audience, never talking over their heads nor descending to coarse anecdotes.

We cannot all of us be good conversationalists. However, we can certainly all be good listeners—it is the greatest compliment one can pay another to give respectful, deferential attention to his conversation. This is not to be misconstrued as indicating that we shall, most of us, become inane, with no ideas of our own or ability to express them; rather it is a warning not to force one's ideas upon an individual or company unless we are fairly certain that our expressions are not monotonous and uninteresting to them. Talk frequently, but not for any great length of time.

Ability to use what is commonly known as "small talk" is quite essential if we are to succeed socially. No matter how profound our ideas and how unlimited our knowledge of weighty

topics, we will be at sea at the average social function unless familiar to a certain extent with the art of talking for a time upon nothing in particular.

Above all, never lose your temper in public. The discussion of certain topics, religion or politics, for example, frequently leads to heated discussion, not infrequently followed by the principals in the debate completely losing their self-control and resorting to abusive if slightly veiled insinuations. In such instance, the man who keeps himself in hand, smiles, refuses to take offense no matter how bitter his adversary's remarks may be, invariably appears as the courteous, polished man of the world, while he who stoops to abuse and hurls undignified and uncalled for epithets and phrases loses the respect of the entire company. It matters not whether or not he is in the right. His actions will place him in the wrong.

In the same manner, wit and humor are the life of any gathering. The man or woman who has a ready and witty answer for all attempts to turn the laugh their way quickly gains the reputation of having a keen sense of humor. However, the man who is witty at the expense of some one else is a cad. A woman who makes sharp and cutting remarks gains the reputation, and quite correctly, of being a "cat." It is downright cruelty and will sooner or later come back with full force upon any one who gains a laugh by some remark that brings a flush to the cheek or tears to the eyes of some one else.

CHAPTER VII

WEDDINGS

Wedding invitations should be engraved, preferably in fine script, although other styles are now frequently being used with perfect propriety. The decidedly best form for a wedding invitation is on note-sized paper; about $4\frac{1}{2}$ by 7 inches is the popular size, although any reputable stationery dealer's advice may be safely followed relative to this matter; styles change, so it is thought best not to be too explicit along this line; consult your most reliable engraver or stationer as to size and style of paper, envelopes, etc.

These invitations should be placed in an envelope and the name of the person for whom intended written thereon; this envelope should be re-enclosed in another large envelope for the complete address.

The following is a perfectly proper form:

Church weddings are usually followed by a reception at the home of the bride, or under the supervision of the bride's parents or guardian; it may be given at a hotel or some other public place, if preferred. A great many invitations are sent out to formal acquaintances for the church ceremony, but personal friends only, as a general rule, are invited to the reception. Cards for the reception are engraved, size about $3\frac{1}{2}$ by $4\frac{1}{2}$ inches, as follows:

Mr. and Mrs. William Standiford

request the pleasure of your company

at the marriage of their daughter

Florence

to

Mr. Ashton Leroy Graves

on Wednesday, January tenth

at nine o'clock, p. m.

Church of the Covenant,

Washington

It is customary to send out wedding invitations about fifteen days in advance of the ceremony, even earlier where friends are located at some distance.

The invitation for the reception should be enclosed in the same envelope with the invitation to the church ceremony.

The home wedding is usually a quiet affair. The invitations should be exactly the same as for

Mr. and Mrs. William Standiford
request the pleasure of your company
at the wedding reception of their daughter
Florence, and Mr. Ashton Leroy Graves
Wednesday evening, January tenth
from ten to twelve o'clock
1365 Lawton Place

the church ceremony, inserting street and number on same instead of the church. The reception card is, of course, not used for home weddings, for as a general rule, intimate and personal friends only are invited to home weddings.

Where a wedding ceremony has been performed privately for some reason, the event should be immediately published in the local newspapers and announcements sent out as follows:

Mr. and Mrs. William Standiford

announce the marriage of their daughter

Florence

to

Mr. Ashton Leroy Graves

Wednesday, January tenth

1365 Lawton Place

ceived " may be engraved in the lower left-hand

If so desired, the words "No presents re-corner of the invitation.

All expenses for the invitations, breakfast, receptions, etc., should be borne by the parents or guardian of the bride. Until after the ceremony she has no claim whatsoever on the groom's purse and it is exceedingly bad form for him to share in the expense.

It is the bride's prerogative to name the wedding day. However, in this she is usually guided by advice from her mother, and after consultation with the groom.

Wedding presents should be publicly displayed for the inspection of the guests after the ceremony at the home of the bride. Each present should be accompanied by a card with the name of the giver. Presents are invariably addressed to the bride. She must acknowledge each gift, after the ceremony, with some courteous note of acknowledgment, even though the giver may be a friend of the groom's and entirely unknown to her.

At a church wedding, ushers play quite an important part in the ceremony. In the evening they should be dressed in Full Dress, with white kid gloves. Their duties are to escort the guests to their seats, to see that relatives and intimates are properly placed. The usher should offer his right arm to the lady when escorting them down the

aisle; if a gentleman is with the lady, he should follow a few steps behind.

The head usher makes sure that all necessary arrangements have been made, watches for the wedding party, gives the final signal to the organist, etc.

The best man is chosen by the groom and is usually his best friend. He accompanies him to the church or residence of the bride, stands by him while he awaits the bride's approach, then steps directly back of him, holding his hat during the ceremony and presenting it to him afterwards. It is he who attends to all small details, paying the wedding fee, the organist, dispensing tips, etc.; in fact, his name is indicative of just what his duties are—he is the *best man* in every sense of the word. If any papers are to be signed, it is he who signs as witness. After the ceremony he immediately leaves and proceeds to the bride's residence, or place of reception, and assists the ushers in making all arrangements for proper presentation of guests to the newlyweds. He also makes all necessary arrangements for the departure of the bride and groom, buying their railroad tickets, arranging for transportation to the station, etc.

The bride selects her own bridesmaids; they vary in number from one to twelve, as desired. They are made up of friends of the bride or her family, and should be, when possible, younger than the bride herself.

A conference between bridesmaids, the bride and

the bride's mother is extremely necessary. Care should be taken in the selection of their costume for the occasion to avoid harsh and violent contrasts in colors, styles, etc.

If the wedding is at a church, the groom arrives first, and with him comes his best man. They remain unobtrusively out of sight, in the church parlor or waiting room. The relatives come next, the bridesmaids and the mother of the bride. The bride comes in a carriage with her father or guardian.

The Ceremony

First come the ushers, walking by twos up the aisle; if children have been secured with baskets of flowers, or as bridesmaids, they follow the ushers; then come the bridesmaids, immediately followed by the bride on the arm of her father or guardian, or whoever is to give her away.

The groom, having in the meantime come from the waiting room, accompanied by the best man, should be waiting the bride at the altar steps. The ushers and bridesmaids separate, passing to the right and left, evenly divided, making room for the bridal couple.

At that point of the service where the clergyman asks the question, "Who giveth this woman to be married to this man?" the father or guardian or relative should step forward, then leave the wedding company and seat himself with the bride's mother.



A WEDDING GROUP.

The first bridesmaid takes the bride's bouquet, assists in removing her glove, etc. The best man should have the ring in readiness to hand to the clergyman.

Prior to the ceremony, while the guests are assembling, the organist or pianist will play appropriate music. Immediately upon being notified that the bridal party have arrived and are ready for the grand march to the altar, he will play the wedding march until they have reached the altar. During the ceremony, it is entirely proper and somewhat impressive to have soft music played, not sufficiently loud to drown out the voice of the clergyman or the responses of the bride and groom. Immediately after the ceremony, the musician in charge should once more commence the wedding march, swelling louder and louder as the party pass out of the church.

Refreshments are served at the reception, varying at the desire of the parties concerned, from a light buffet lunch to a course dinner.

The bride's wedding dress is left to the taste and is decided by the purse of the individual who pays for it. It may be elaborate or plain; the use of white is urged, however. It seems indeed a pity to depart in any way from this custom. She should avoid the use of jewelry and her bouquet should be of orange blossoms; where impracticable to obtain them, however, white lilacs, lilies of the valley, etc., may be carried. White shoes, white silk stockings and white kid gloves are the

accessories to accompany the bride's toilet. The veil, if worn, should be of tulle or something similar.

A sensible custom is for the bride, when leaving immediately upon a honeymoon trip after a very quiet wedding, to wear a simple traveling costume. It is then perfectly proper for the groom to wear a plain business suit.

Upon the occasion of a second marriage, either of a widow or divorcee, the use of a white gown or orange blossoms is prohibited. Her wedding should be as quiet and unobtrusive as possible. She may have as elaborate a wedding gown as desired, but must avoid plain white.

If the wedding occurs in the morning hours, the bridegroom and best man, ushers, and guests should wear black cutaway or frock coats. At the present time, dark trousers are considered preferable, although with a frock coat it is perfectly good taste to wear light colors, preferably gray. Light colored gloves should be worn, black or patent leather shoes, and black ties.

If the wedding occurs after six o'clock in the afternoon, all parties should wear regulation Full Dress, with white kid gloves. Silk hats or stiff hats should be worn to complete the costume; a silk hat is the proper head covering to accompany Full Dress; the stiff hat may be worn in the morning with cutaway or frock coat, if desired.

A very pretty custom is the observance and

celebration of wedding anniversaries. The following are the anniversaries in their regular order:

First Year.....	Cotton
Second Year.....	Paper
Third Year.....	Leather
Fifth Year.....	Wooden
Seventh Year.....	Woolen
Tenth Year.....	Tin
Twelfth Year.....	Silk
Fifteenth Year.....	Crystal
Twentieth Year.....	China
Twenty-fifth Year...	Silver
Fiftieth Year.....	Gold
Seventy-fifth Year...	Diamond

Invitations are properly sent out as follows:

1914

1919

Fifth Anniversary

Mr. and Mrs. Charles H. Irvin

At Home

Friday Evening, March 22, 1919

At 8:30 o'Clock

1718 Logan Place.

This invitation is very effective if printed on a very thin sheet of wood or imitaton thereof.

The invitation to the tin wedding may be printed on a sheet of tin foil; invitations to silver anni-

versaries should be engraved on an elegant white card in silver letters and the same card with gold letters for the golden wedding. If any couple is so fortunate as to celebrate their diamond wedding, the invitations should be most elaborate, with clear lettering engraved on the very heaviest and finest paper obtainable.

The invitation cards in all cases should be, as in the case of wedding invitations, enclosed in an envelope and then re-enclosed in a larger one for address.

The observance of these anniversaries is urged upon all married couples, particularly those that have reached their silver wedding; nothing tends to restore honeymoon conditions and promote and retain the feelings of affection to a greater extent than remembering and celebrating these milestones on the matrimonial path of life. What is more beautiful than to see a couple after fifty years of married life standing up together, after having safely withstood the cares and trials that beset every one in this world, the lovelight somewhat dimmed but still beaming from their eyes, surrounded by their children, grand-children and oftentimes great-grandchildren; truly they are indeed blessed.

CHAPTER VIII

THE ETIQUETTE OF CALLING

The time for making formal calls varies; in this country the usual hours are from four until about five-forty-five. A great many people dine at six; it is well to bear this in mind and not remain until your call interferes with the serving of the evening meal.

Courtesy demands that residents of any section should call upon newcomers. It is useless in a country where there is class distinction to attempt to dictate to the community in general as to just when they should properly call upon strangers who have decided to make their abode in the immediate neighborhood. This is a custom that is greatly abused. Frequently well-bred, respectable, interesting people moving into a new community are made the victims of ostracism through the discourtesy and snobbishness of their new neighbors. Common courtesy demands that we call upon respectable people who have moved into our neighborhood. It is their duty then to return the call. After that, having faithfully done our duty in making the preliminary call, it is optional as to whether or not we care to continue the acquaintance and become more intimate.

In making formal calls, the lady does not remove her gloves, hat or veil. A gentleman may carry his hat into the room; if wearing gloves, the



A POPULAR WASHINGTON DEBUTANTE.

right should be removed and held in the left gloved hand during the call.

Fashionable ladies have an "At Home" day, and as a general rule, it is well to arrange to pay formal calls on this day.

About fifteen minutes is the proper time for a formal call. This may be varied, of course, according to the intimacy of the person upon whom one is calling, the trend of the conversation, people we happen to meet while calling, etc. Do not stay too long, and do not leave too soon, thereby giving the impression that you are performing an unpleasant duty.

In larger cities, it is seldom that the courtesies of calling upon newcomers are regarded seriously. This is, to a certain extent, excusable; the conditions of life in the metropolis are different in the extreme to those existing in smaller places. As a general rule, in the city, one does not call upon recent arrivals in the neighborhood unless certain that something in common justifies it, or unless probable that future business or social relations make it advisable for an early acquaintance. In smaller communities, however, it is without doubt the duty of older inhabitants to extend a welcome to new arrivals. Formal calls should be made at the earliest possible moment after the newcomers have had sufficient time to get comfortably settled.

A very important call is the dinner, breakfast or party call. After one has been entertained at any

of the foregoing functions he should not fail to make a formal call upon his hostess. This call should be made within fifteen days. This is an absolutely imperative custom, which is all too frequently neglected.

It sometimes occurs that an acquaintance is stopping at the home of a person with whom you are not acquainted. You naturally desire to call upon your friend. This is perfectly proper, but you should not fail to inquire for the lady of the house, and upon leaving should not fail to see that one of your cards has been presented to her.

A woman may, with perfect propriety, call upon a man upon purely business matters. Under no circumstances, however, should she make such a call socially.

Ladies may call at a gentleman's apartments only when accompanied by their mothers or chaperons. Even then it is not advisable unless a considerable degree of intimacy exists. For a lady to call upon a gentleman at his rooms or hotel, unaccompanied, is not only a breach of etiquette, but a violation of the conventions that may result in the blasting of her reputation.

After a death in the family, calls should not be made except by intimate friends. Such calls are painful and unnecessary when a slight acquaintance only exists. A short note of condolence, or visiting cards with the inscription "With sincere sympathy," is in far better form when a casual acquaintance only exists.



THE HOSTESS IS BIDDING SOME OF HER GUESTS "GOOD-BYE," ILLUSTRATING AN AFTERNOON RECEPTION.

Both ladies and gentlemen should call at their earliest convenient opportunity to congratulate a young woman who has announced her engagement to be married. Likewise, calls should be made in acknowledgment of cards sent out by the young mother announcing an addition to the family.

“ At home ” days are generally announced by ladies who have any claim to social prominence, and should be strictly observed by callers. These days may be set for one afternoon in each week; where one's social prestige is sufficient to include a large circle of acquaintances, two days may be announced. The “ at home ” day and hours should be engraved on the visiting cards of the hostess. On these occasions the hostess makes special arrangements for receiving and entertaining her guests. Some form of light refreshment is customary, while the more wealthy frequently go to the expense of engaging orchestras and professional entertainers.

The hostess should greet her guests and should in this instance extend her hand in greeting. If her guests are unacquainted, it is her duty to see that they meet; in fact, her ambition is to see that every one is completely at ease.

Gentlemen are far less formal in their calls, that is, when calling upon each other. A young man who is desirous of meeting some man of prominence should call upon him, if certain that such call will not be presumptuous, if stopping temporarily in the city. It is well to call upon promi-

nent men, officials, etc., with a letter of introduction from some one personally acquainted with the person whose acquaintance you desire to make. Business calls upon business men should be made by appointment. When a gentleman is entertaining a friend of the same sex, all of his gentlemen friends should call upon them both; this is a courtesy both to their friend and his guest.

CHAPTER IX

BALLS—DANCES—PARTIES

Dancing as a wholesome, perfectly respectable and popular form of recreation, is becoming more and more common at all social gatherings, where space permits. The ban on this form of amusement is gradually being lifted by all communities; in fact, quite recently several religious denominations have publicly withdrawn their prohibitive amendments against what was once considered questionable, if not actually sinful. There is no doubt but what dancing, under proper auspices and supervised by respectable and conservative individuals, is a healthful and entirely proper manner of passing a pleasant evening. Like all other forms of recreation, it may easily be carried to excess, but that is the fault of the person and not of the art of dancing itself.

Dances vary greatly, from the informal evening, where some member of the party furnishes the music on the piano, or where the Victrola or phonograph is mustered into service, to the Grand Ball, where thousands of dollars are sometimes spent for music, lights, refreshments, etc.

Nothing adds more to the enjoyment of a crowd of young people who have been informally invited to spend the evening than an opportunity to choose their partners and whirl around merrily to the tune of the latest waltz; nothing else will

quite take the place of the chance to "trip the light fantastic toe." The thoughtful hostess will cater to this desire and see that her young guests have a chance to dance. No matter if the space is limited, they gladly put up with no end of inconveniences to accomplish the desired result.

Of course, the first essential for a dance of any size is good music. Now, it is far better to have a small orchestra, well balanced, with competent musicians, than ten or twelve pieces, some of them unskilled and the whole combination lacking practice together; what might be called "team-work" in an orchestra is absolutely necessary. A wonderfully effective combination for a small house consists of piano, violin and violoncello; it is hard to improve upon this. An excellent combination for a hall, where expenses are considered seriously and must be kept down, is piano, violin, cornet and clarinet. For a slightly smaller hall, this may be varied by substituting violoncello for the cornet. Where there is no piano, a harp may be used; if this is impracticable, excellent results may be obtained by using a bass violin, first and second violin, violoncello and clarinet; if only four pieces can be used, drop out the clarinet. Avoid brass in small combinations, if possible, except where the size of the hall demands fairly loud music.

A howl of protest will doubtless arise from many young people relative to my suggestions for proper instrumentation in orchestras. They want



GRAND BALL GIVEN BY ONE OF THE LEADING COLORED ORGANIZATIONS IN AMERICA.

a drum! In fact, they demand it! Just at present, the Jazz Mad crowds crave the volume, syncopation and vibration that nothing else will supply. Even when only three musicians comprise the orchestra, the present strenuous and unnatural dances, abounding in abnormal contortions of the anatomy, such as the "Shimmy," "Bunny Hug," "Boston Rag," etc., etc., really require this awful travesty on music. Just fancy—a combination of Violin, Piano and Drum! Imagination compels us to see Strauss, the Waltz King, turning uneasily in his grave at the idea.

The author has seen these spasmodic revolutions of the dancing public come and go for many years, but the custom invariably returns to the dreamy waltz, the more conservative dances and the sane orchestra sooner or later. Unless at least seven musicians are employed, a drum is not only superfluous, it is an abomination.

Invitations for a dance of any magnitude should be sent out ten days or two weeks ahead of time. These invitations should be engraved, if possible. It is not at all bad form, if the function is not strictly formal, for the invitations to be written by hand.

Young ladies are supposed to be accompanied to balls by their mothers or chaperons; at any time when she has finished dancing, she is at liberty to ask her partner to escort her back to her chaperon.

A young lady may, with propriety, attend a public dance or ball accompanied by a gentleman,

unchaperoned, provided she knows that there will be older married people and other chaperons present. This is a matter, of course, to be left to the discretion of the girl's parents; they will decide whether or not the escort is a young man that is suitable and reliable.

At balls, it is usual to have some one in charge of the floor who will make proper arrangements to see that all of the guests are supplied with partners and that there will be none of the so-called "wall flowers." There is a regrettable tendency on the part of both sexes to dance with those only that are desirable as partners because of their skill in dancing or for some other good reason; the perfect lady or gentleman who takes pleasure in making others happy will devote at least a portion of their time in dancing with those who are unfortunate enough not to be in great demand as such partners.

Refreshments are usually served at all such affairs, varying in style from ice cream and cake to an extremely elaborate spread. A popular form is of salads, sandwiches, coffee, ice cream or sherbet and cake. This may be served from a buffet or sideboard, presided over by a servant, or by the hostess assisted by some of her intimate friends. In such instance, the ladies remain seated, while the gentlemen serve them—each gentleman securing what is desired for himself and partner, then seating himself by her side while eating. At very fashionable affairs midnight supper is served on

The following is a good form of invitation:

Mr. and Mrs. Charles Patterson

Request the pleasure of your company

On Thursday Evening, March the fourth,

at Nine o'Clock.

Dancing

18 Hiller Place.

Or—

Mrs. Charles Patterson

Miss Patterson

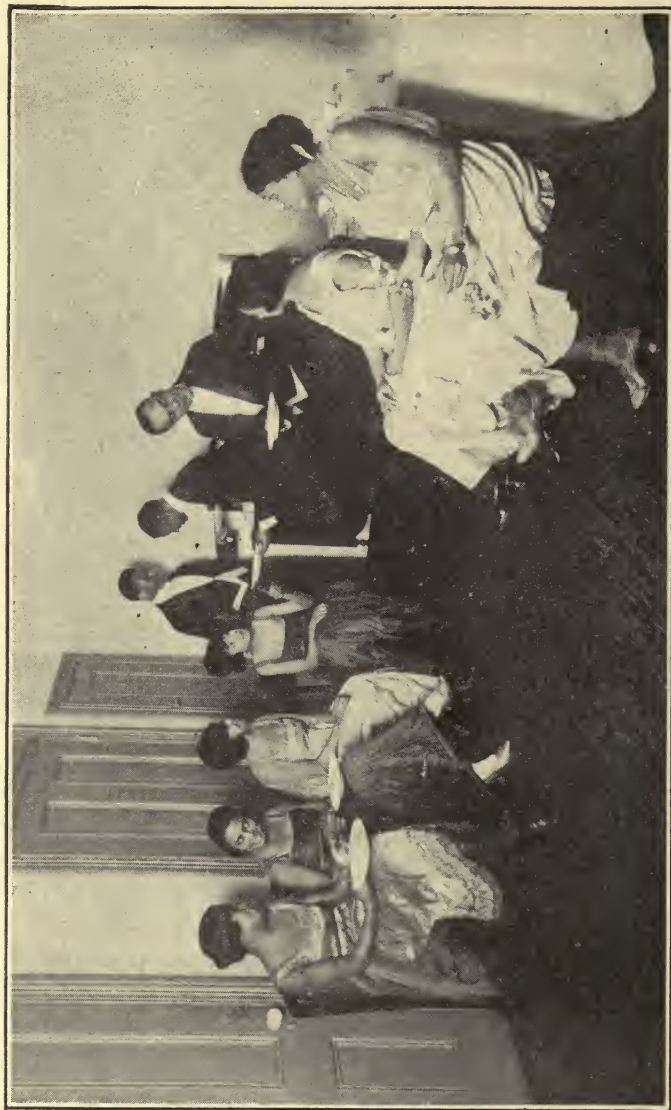
At Home

Thursday Evening, March the fourth,

at Nine o'Clock

Dancing

18 Hiller Place.



WHO WOULDN'T LIKE TO BE A WAITER?—ILLUSTRATING PROPER SERVING OF BUFFET LUNCH.

small tables at which all the guests are seated. On such occasions the matter of refreshments is left in the hands of a caterer.

It is permissible for guests to arrive slightly late and to leave at such time as they consider it desirable; although it is well to consult the desires of the hostess in such matters, if possible. If every one came late and left early the affair could scarcely be called a success.

Evening clothes should be worn at balls; the gentlemen should wear Full Dress. White gloves are a part of the necessary correct attire for men; it is not unusual for a gentleman to come provided with two pair to prevent soiling the delicate fabrics worn by any of his partners. When a gentleman dances without gloves, he should invariably cover his hand with a white handkerchief. The lady's gown may be as elaborate as she can afford, being what is termed as "evening gown," decollete and of any color that may be becoming.

A gentleman accompanying ladies to a ball should invariably provide a carriage or taxi. the ladies' costumes demand this courtesy.

Before leaving balls or parties the guests are bound to find their hostess and express their pleasure at the opportunity of having been present and speaking briefly of the enjoyable evening they have spent.

CHAPTER X

THE THEATER

It is extremely doubtful if any hard and fast rules can be correctly applied to what is right and proper under this form of recreation. Common sense should guide one as to what to wear, whether a taxi is necessary, etc.

The gentleman who desires to escort his mother, wife or sweetheart to the theater is just as correct, if his means are limited, to use the street car as a means of transportation, and to dress neatly in an every-day business suit. Under these circumstances it would not be advisable to secure the best seats; the dress circle or first balcony would be more proper. The lady should dress accordingly and not wear a low cut evening gown, or any extreme style.

The gentleman whose means permit considerable outlay for an evening at the theater chooses Full Dress, the same costume as has been recommended for the public ball. Silk or opera hat and long coat completes the attire. The lady dresses in evening gown, opera coat, if she has one, or if not any coat of light material. No one would be criticized, in moderate circumstances, however, for wearing a stylish dark coat or cloak. The gentleman is once more supposed to secure a carriage or taxi to and from the theater.

After arrival, it is the gentleman's duty to re-



AN EVENING AT THE THEATER.

main throughout the entire performance with his guests. The going out between acts is extremely bad form. Frequently a promenade is provided by the theater management, in which case the gentleman should consult the ladies of the party as to whether they desire to avail themselves of this privilege or to remain seated.

Upon arrival at the theater, the party may or may not check their wraps in the cloakroom. The gentleman should allow the ladies of the party to start up the aisle ahead of them. He then hands his checks to the usher, who precedes the party to their seats, the ladies going first and the gentleman following; the gentleman should secure programs for the entire party. If his hat and coat have not been placed in the cloakroom, he places his hat under the seat, folds his coat and places it on the back of the chair.

If the ladies wear hats and veils, they should immediately remove them upon being seated. The hat is held in the lap, the wrap may be folded and placed on the back of the chair.

All theatergoers should endeavor to arrive in time to be seated before the curtain rises. It is most annoying to others when a party arrives late for various well known reasons.

It is extremely bad form to converse during the performance; there is likewise no such painful bore as he or she who persists in telling about and describing the play as it progresses, if familiar with same.

A very pleasant conclusion to an evening at the theater is a light supper at some popular restaurant or cabaret. This is another occasion where common sense and the ability of the host to stand the expense without embarrassment must decide the question.

CHAPTER XI

MOURNING

Would that this unpleasant chapter might be omitted, but the necessity for some suggestions as to proper apparel during this painful period of affliction is obvious.

For the widow, three distinct periods of mourning are generally observed:

The first period requires that the entire costume be of black. Black worsted is an admirable material, with trimming of black crepe. Veils of black crepe of various lengths are customary. At one time these veils were invariably of considerable length, reaching to the ground, and sometimes even trailing behind. Recently, however, the veils have been shortened. A black bonnet of crepe, containing white ruching within the front edge, completes the costume. The gloves should be a dull black. Handkerchiefs should have a black border. The first mourning period should cover a year; six months is positively the minimum.

The second mourning permits the wearing for the ensuing six months of black silk or other materials; black hats and jet ornaments.

The third period follows, permitting a combination of white and black for six months, after which the period of mourning is generally supposed to have been completed, insofar as outward form is concerned.

The time for a widower's mourning is divided into two periods. During the first period black is worn, with white linen. After six months, the second period permits the use of gray and white in the costume.

Young girls should not wear crepe. They may wear black gowns and for such period as they deem proper, not to exceed one year. A black hat should be chosen, but the costume may be relieved by small bits of white at the throat or elsewhere.

The use of a mourning band on the sleeve of a gentleman's coat is customary, but this form is used for almost any close relation.

A woman should make no calls for at least six months after the death of father or husband, and then only on her more intimate friends. After a year, she may attend dinners and theater parties with propriety, if her heart so desires. Good taste demands, however, she remain as unobtrusive as possible until the mourning period has elapsed.

Jewelry should not be worn during the mourning period except something extremely plain.

Three months is sufficiently long for a mourning period for uncle, aunt or cousin. Mourning is not generally adopted for grandparents or for father of mothers-in-law,

CHAPTER XII

AT CHURCH

On no other occasion as on the Sabbath when attending church should one's manners and actions be so entirely correct and beyond any possibility of reproach or criticism. On this day of days we set aside all unpleasant thoughts and devote our time to divine worship, thanking Providence for His many mercies and blessings.

On Sunday, young people look forward to meeting in quiet but pleasant social intercourse; it is but natural that they should desire to look and appear at their best. The phrase, "dressed up in his best Sunday clothes" is a well known adage and the man or woman who has no special interest in personal appearance at any other time will strive to wear apparel on this occasion that is worthy of the day.

For the clergyman, there is nothing in more perfect form than the dark frock coat, dark trousers and white bow tie. Styles may come and go, yet it is doubtful if anything more in harmony with the surroundings will be found. Certain denominations, of course, require the use of robes in the pulpit, but for all denominations not making such requirements we urge the style mentioned as appropriate, dignified and impressive.

Ladies should not hesitate to wear their best, but under no circumstances should dress, wrap, hat or

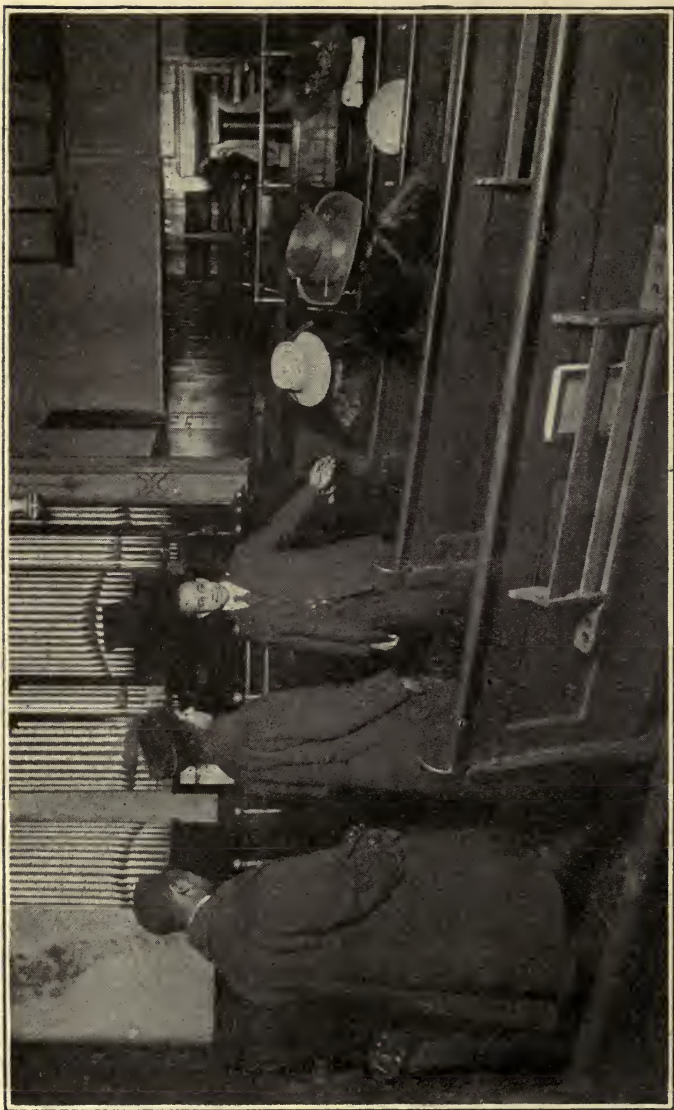
ornaments be loud or made in such style as to attract attention by extreme colors or cuts.

For the man, any neat business suit, shoes to match, with tie somewhat more conservative than on week days, may be worn. When possible, dark clothes, black shoes, black or black and white necktie should be selected. A man never looks so well as when wearing black or dark blue clothes; nothing else is quite as dressy or in as good taste for church.

It should not be necessary to advise the ladies that an extremely décolleté gown would be almost unpardonable on Sundays. It is a regrettable fact, however, that even on communion Sundays some of the fair sex have so little sense of the proprieties as to dress in this manner.

Upon arrival at church, a gentleman precedes the lady down the aisle, stepping one side to allow her to enter the pew first; if he is a man of family, he stands to one side after leading down the aisle until the family have entered the pew and seated themselves. If ushers are in attendance, the usher leads the way, mother and children following, while the father brings up the rear. The usher stands one side upon reaching the seat to which the family has been led, remains there until all are seated and then returns to his place at the rear of the church. Ushers should greet all comers with a smile and hand clasp, particularly strangers, with some appropriate words of welcome.

Respectful and reverent attention should be paid



SUNDAY—THE DAY OF ALL DAYS FOR PERFECT CONDUCT.

to the sermon, while all should participate as heartily as possible in the responses and singing of hymns. The chief trial of a clergyman's discourse is a partially inattentive congregation; whispering or allowing one's gaze to wander aimlessly about the room should be avoided, as to do either of these things is to show a lack of polite breeding and is a direct slight to your pastor. Whether one is a professed Christian or not, the head should be reverently bowed during prayer.

Too much stress cannot be laid on urging every one to arrive on time. It is most trying to pastor and congregation alike to have stragglers entering ten, fifteen and twenty minutes after the commencement of services. One should be seated before the conclusion of the voluntary by the organist, in ample time to join in singing the Doxology.

At the conclusion of services, it is customary for the pastor to precede the congregation to the front door, greeting and dismissing each individual with a smile, a hand clasp and some few appropriate words.

It is at this time that friends and fellow-Christians meet after the week's arduous toils in perfect understanding, at which time all animosities and hostile feelings should be forgotten. The beautiful hymn of communion should be in one's mind as the proper conclusion of the service—

“Blest be the tie that binds
Our hearts in Christian Love.”

Church members should lose no opportunity to meet and warmly welcome strangers; many an unhappy, lonesome, discouraged man or woman has been brought to the Light at such a time by the kindly clasp of the hand and the welcoming smile of a true Christian, accompanied by tactful and pleasant but not inquisitive inquiries.

CHAPTER XIII

CORRECT LETTER WRITING

This chapter is devoted to a few proper forms of the more common communications necessary in social and business life. The subject is so extensive that the author finds it impossible to give but a limited number of examples. Those most likely to be commonly and frequently used have been selected after considerable thought on this most important art.

BUSINESS LETTERS

Answering an Advertisement in the Newspaper.

The following form may be correctly used in answering practically any business advertisement appearing in a local newspaper, varying the phraseology to suit the position for which application is being made:

Newark, N. J.,
December 15, 1919.

Mr. John D. Smith,
Commercial Building, City.

Sir:

Replying to your ad in today's "Star," I am twenty-seven years of age and have had seven consecutive years' experience with reputable firms as stenographer. I am accustomed to rapid dictation and my work has been always considered accurate. I respectfully request a personal interview to enable me to present my testimonials.

Very respectfully,

Henry G. Stiles,
Phone Main 3608. 1845 De Kalb Avenue.

*For a Position as Cook, Chambermaid, Butler,
Chauffeur, Housekeeper, etc.*

Wheeling, West Va.,
January 23, 1919.

Sir (or Madam):

Having learned indirectly that you require the services of an experienced chauffeur, I respectfully request to be considered as an applicant for the position. I am unmarried, twenty-eight years of age and have served in this capacity for three years with Dr. H. L. Winters, to whom I respectfully refer you for reference as to my character and ability. I am,

Yours, most respectfully,
James H. Wilson,
1453 Belford Road.

The above form may be changed to suit the occasion and the position desired. To those individuals who desire to apply for positions as servants, we urgently suggest the use of a dictionary, as nothing creates a poor impression more quickly than improper spelling.

While most business corporations place the name and address of addressee at the commencement of the letter, yet it is considered correct and in some cases preferable to simply commence the letter "Sir" or "Madam," and to place the name and address in the lower left-hand corner of the finished communication.

And right here let it be known that the United States Civil Service Commission has long held

this as the proper form. Those who contemplate taking a civil service examination should bear this in mind, as the Commission is extremely strict in its rulings and it is as well to be absolutely correct.

The following form would doubtless be accepted as practically correct by the United States Civil Service Commission :

Washington, D. C.,
September 18, 1919.

Sir :

In reply to your interrogation relative to the opinion of the soldiers of the First Division who have recently returned from France relative to the League of Nations, you are advised that upon personally approaching twenty-five men, all of whom wore service stripes, it was ascertained that the opinion was about equally divided. The result of the inquiry was as follows :

Twelve men were in favor of the treaty without change; ten favored ratification with reservations, while three were against ratification in any form.

Thus, it would appear that opinion is about as evenly divided in the military as in civil life.

Very respectfully,

James H. Wallace.

To the Secretary,

U. S. Civil Service Commission,

Washington, D. C.

The civil service examination generally requires that your examination number be signed instead of the name. The applicant who follows the above form will not go far astray.

Ordering Goods by Mail

In transmitting an order for articles to some mail order house, several things should be most carefully observed:

First—Be sure you have figured up the correct amount of money to enclose, including postage or express charges;

Second—Be sure that you have the correct catalogue style and page number, if ordered from a catalogue;

Third—Be sure that you have given the size, color, etc., of the article desired. Above all, see that you have given your correct address.

Most large mail order houses furnish order blanks. It frequently occurs, however, that no such blanks are available, and the following form is suggested, to be varied to suit:

617 Maple Ave., N. W.,
Washington, D. C.,
January 28, 1919.

Montgomery Ward & Co.,
Chicago, Ills.

Gentlemen:

Enclosed find \$37.85, for which please send me by parcel post, special delivery, at your earliest convenience:

3 Pair Ladies' Black Silk Hose, Size 8½,	
\$2.50 per pair, Style 1608-F, Page 153,	
your 1919 Catalogue.....	\$ 7.50
6 Yards Navy Blue Serge, \$4.00 per yard,	
Style 345-G, Page 217.....	24.00

2 Dozen Gentlemen's Collars, \$3.00 per dozen, Style 18007-H, Page 343.....	6.00
	<hr/>
	\$37.50
Postage25
Special delivery10
	<hr/>
	\$37.85

Very respectfully,
Charles H. Evans.

*Delaying Payment of Rent in City or Country for
Unavoidable Reasons*

Atlanta, Ga.,
August 25, 1919.

My dear Sir:

It is with great regret that I am forced to request you to postpone the payment of the rent which will be due on the first of the coming month. A combination of unfortunate circumstances has made this request unavoidable. My financial embarrassment is only temporary and within sixty days I shall be able to make up for all back payments and to renew my regular monthly payments as they become due.

Trusting that you may see fit to extend this courtesy to me and assuring you of my appreciation, I am,

Yours very truly,
William A. Henderson.

To Chas. H. Irwin,
Atlanta, Ga.

The above letter must, of course, be varied to suit the circumstances. Great care should be exercised to make no promises of payment on a

certain date unless absolutely certain that nothing will prevent the prompt liquidation of the debt on the day mentioned. It is frequently unavoidable to postpone payment of rent or other bills, through illness or financial misfortunes, but it is inexcusable to promise to pay at a certain time and then fail to do so. Nothing has a tendency to injure a man's reputation and business standing as continually making promises which cannot be kept.

Practically the same form may be used in requesting an extension of interest due on a mortgage, changing the wording of the communication accordingly.

Requesting the Temporary Loan of a Small Sum

In preparing the following letter, it is the assumption that a man will not request a loan from any but a friend, relative or intimate—certainly not of a comparative stranger.

Cleveland, Ohio,
July 5, 1919.

John H. Edwards, Esq.,
Attorney at Law,
Cumberland Bldg., City.

My dear John:

There are few of my friends to whom I should write for financial assistance, but I feel that you will understand and appreciate the fact that the request would not be made except for urgent reasons.

I am absolutely obliged to secure \$15.00 until

next Friday; the 12th instant, at which time I shall be in position to repay same without difficulty.

I feel sure that you will be willing to let me have this amount for the short time specified if convenient. If, for any reason, it is impossible for you to comply with my request, I assure you that there will not be the slightest of hard feelings upon my part for your refusal.

Sincerely,

Edgar H. Wilkins.

Granting the Request

Mr. Edgar H. Wilkins,
1440 Kennard St., City.

Dear Ed:

It is with great pleasure that I comply with your request and enclose herewith my check for \$15.00. Trusting that this remittance will reach you in ample time, I am,

Most sincerely,

John H. Edwards.

Refusing

Mr. Edgar H. Wilkins,
1440 Kennard St., City.

Dear Ed:

I trust you will believe me sincere when I assure you that nothing would give me more pleasure than to comply with your request and loan you the small amount requested. There have been so many financial matters requiring my attention recently that my bank account is practically exhausted; in fact, I have not half of the amount you desire now on deposit.

Regretting my ability to accommodate you this

time, and trusting you will thoroughly understand my refusal,

Sincerely yours,

John H. Edwards.

Repaying the Loan

Cleveland, Ohio,

July 12, 1919.

John H. Edwards, Esq.,

Attorney at Law,

Cumberland Bldg., City.

My dear John:

Herewith please find enclosed my check for \$15.00 in payment of the loan which you so kindly advanced me about a week ago. I shall not forget your courtesy and trust that you will not fail to call upon me at any time that I may have an opportunity of reciprocating.

Sincerely yours,

Edgar H. Wilkins.

If Payment Has Been Delayed

John H. Edwards, Esq.,

Attorney at Law,

Cumberland Bldg., City.

My dear John:

The enclosed remittance of \$15.00 should have been sent you on the 12th instant. I deeply regret the circumstances which compelled me to delay payment and hope that you will overlook my temporary delinquency.

With sincere thanks and trusting that the slight delay has not seriously inconvenienced you, I remain,

Yours, most sincerely,

Edgar H. Wilkins.

The loan having been made has not been repaid at the time specified. After a reasonable time, the following letter should be written:

Cleveland, Ohio,
July 31, 1919.

Mr. Edgar H. Wilkins,
1440 Kennard St., City.

My dear Wilkins:

I feel sure that you have simply overlooked the fact that the \$15.00 I loaned you several weeks ago was to have been repaid on the 12th instant. Having several pressing obligations to meet, I should appreciate your courtesy in giving this your early attention.

Trusting that you will understand and pardon me for bringing this small matter to your attention,

Yours very truly,
John H. Edwards.

If the gentleman fails to reply to the foregoing letter within a reasonable time, the following is justifiable:

Cleveland, Ohio,
September 10, 1919.

Mr. Edgar H. Wilkins,
1440 Kennard St., City.

Dear Sir:

Over a month ago, I wrote you courteously concerning the \$15.00 loaned you early in July. You are of course aware that this should have been paid long ago. Your failure to meet your obligation and your continued silence concerning the matter, if persisted in, will eventually destroy the respect and confidence I have always held for you.

My patience is becoming exhausted, and I shall expect a satisfactory reply from you by return mail.

Yours very respectfully,
John H. Edwards.

Request to Open an Account

Chicago, Ills.,
January 3, 1919.

Washburn Elliott Furniture Co.,
2345 Michigan Ave., City.

Gentlemen:

I am contemplating furnishing an apartment in the "Belvedere," containing six rooms, and your firm carries practically everything necessary for my desires. As my income from my salaried position at Perryman Brothers Brokerage Office is not sufficient to enable me to pay cash for my purchases, I should appreciate your considering my request for credit. I shall be pleased to call at any time that is convenient to consult with you relative to terms.

Yours very truly,
Frank R. Hendricks.

Or as Follows:

Illinois Dry Goods Co.,
456 South Dearborn,
Chicago, Ills.

Chicago, Ills.,
January 3, 1919.

Gentlemen:

I should appreciate the privilege of purchasing goods from your firm at various times and making monthly settlements. I am employed in the office of the Chicago and Northwestern Railway Company at a salary of \$35.00 per week, and as it is

frequently inconvenient to pay cash between pay days, the above mentioned courtesy would be a great convenience. Your bills will be honored and promptly met on the first day of each month.

Yours very respectfully,

Frank R. Hendricks.

Letter of Resignation

Baltimore, Md.,
September 15, 1919.

Empire Building & Loan Ass'n,
1345 E. Baltimore Street,
Baltimore, Md.

Gentlemen:

It is with sincere regret that I am compelled to tender my resignation as assistant bookkeeper in your office, effective at close of business September 30, 1919. The Penn State Insurance Company has made me an offer which is so satisfactory that it would be extremely foolish of me to decline.

I am severing my connections with your firm with reluctance, and shall always retain the most pleasant recollections of my service while in your employ. If consistent, I should appreciate some brief letter of recommendation in the event that you feel such testimonial fully justified.

Yours very truly,

Frederick A. Grant.

The Testimonial

Baltimore, Md.,
October 1, 1919.

To whom it may concern:

This is to certify that Frederick A. Grant has voluntarily severed his connection with our firm

after three years of faithful and efficient service. We regret this action on his part, but are glad that he goes to a position more commensurate with his abilities and with more chance for advancement.

In addition to having been loyal and conscientious in the performance of his duties and uniformly courteous, he has displayed more than ordinary executive ability and initiative.

William A. Watson,
President and Treasurer,
WAW. Empire Building & Loan Ass'n.

NOTE.—As stated at the commencement of this chapter, it would be a physical impossibility to give samples of all of the correct forms for business and social correspondence. The foregoing business communications have been carefully prepared, following the most modern and up-to-date forms adopted by the leading corporations and, in many cases, by the United States Government. First of all, common sense and judgment must guide the writer of any epistle; avoid placing on paper anything of whatever nature that may bring unpleasant situations and conditions in the future. Never write anything that you are not able and willing to substantiate if brought face to face with the person you are addressing.

And right here the author desires to state that the most cowardly and inexcusable thing imaginable is the anonymous letter. The person who does not possess the moral courage to face a person with accusations or express his sentiments

by writing over his own signature frequently resorts to sending abusive and insinuating letters through the mail without signing them, or, worse still, over some fictitious signature. It is to be regretted that such action does not constitute criminal offense, and whoever is guilty of this breach of etiquette is not fit for decent society.

The following are examples of some of the most common of social communications. The letters are carefully prepared with a view to giving the readers of this volume the correct idea to follow in preparing almost any communication, varying the wording to suit the occasion. The style, wording and general tone of these epistles is as near correct as it is possible to make them.

An Invitation to Dinner

NOTE.—An invitation to dinner should invariably be written by the lady of the house, addressed in like manner in the letter to the lady she desires to entertain. This invitation is placed in an envelope and may then be addressed to Mr. and Mrs. Brown, the envelope then being re-enclosed in a larger envelope addressed to Mrs. Brown personally, and then mailed.

Yonkers, N. Y.,
February 5, 1919.

Dear Mrs. Brown:

If convenient, we shall be delighted to have you dine with us on Wednesday evening, the twelfth,



AN EPISTLE TO HER ABSENT HERO.

at 8 o'clock. The affair is to be informal and you will meet only congenial acquaintances.

Cordially yours,

Eleanor B. Stevens.

To

Mrs. William Brown,
Addressed.

Formal dinner invitations are generally printed or engraved, and, if so, should be worded about as follows:

Mr. and Mrs. Faverisham
Request the pleasure of your company
at Dinner
Thursday, February 12th,
at 8 o'Clock.

475 Warrenton Avenue.

For a very informal gathering, a plain note may be written by the hostess and sent in a single envelope about as follows:

Boston, Mass.,
July 7, 1919.

Dear Margaret:

We should be very happy to have you and Charles dine with us informally at about 8 o'clock next Friday evening. Mr. and Mrs. Williams, Mr. Edwards and Miss Devereux will also be present and we expect to devote the evening to cards. Please drop me a line or phone me at your earliest convenience.

Yours sincerely,
Esther V. Broverman.

To

Mrs. Margaret Havens,
Addressed.

Dinner Invitation to a Bachelor

Philadelphia, Penna.,
August 2, 1919.

Dear Mr. Hendricks:

We shall be pleased if you can find it convenient to dine with us on Wednesday evening, the nineteenth, at 7:30 P. M. After dinner we are planning to have an informal dance.

Cordially yours,
Helen V. Powers.

To

Wm. H. Hendricks,
Addressed

The above letter should be sent to the young man's address, or to his club. The young man is expected to reply within at least forty-eight hours, either in the negative or affirmative.

NOTE.—Proper dress for men at a formal dinner

is Full Dress, same as to theater, except as to white gloves. To an informal dinner, the Tuxedo or Dinner Jacket is quite correct. Ladies wear evening gowns as elaborate as the occasion and their wardrobe suggest.

The Bachelor Replies—Accepting

Philadelphia, Penna.,
August 4, 1919.

My dear Mrs. Powers:

It will afford me a great deal of pleasure to accept your kind invitation and dine with you on the evening of the nineteenth. You may expect me at the hour indicated.

Thanking you for your courtesyy,

Sincerely,

Wm. H. Hendricks.

To

Mrs. Helen V. Powers,
Addressed.

Refusing

Philadelphia, Penna.,
August 4, 1919.

My dear Mrs. Powers:

It is deeply regretted that a previous engagement prevents my acceptance of your courteous invitation. Nothing would give me greater pleasure than dining with you, and I sincerely trust that I may be given the opportunity of enjoying your hospitality on some future occasion.

Sincerely,

To

Mrs. Helen V. Powers,
Addressed.

Wm. H. Hendricks

Invitation to a Children's Party

Washington, D. C.,
December 15, 1919.

Dear Mrs. Hawthorne:

Will you allow your little girls to join a children's party at our home at 4:30 o'clock on Friday afternoon next?

It is Marie's birthday, and I am inviting a few of her young friends to help celebrate.

Sincerely,
Margaret Evans.

Accepting

Washington, D. C.,
December 17, 1919.

Dear Mrs. Evans:

I shall be most happy to accept your invitation for my children. We shall call for them not later than 7 o'clock unless this interferes with **your** arrangements.

Thanking you for your thoughtfulness,

Sincerely,
Helen H. Hawthorne.

Refusing

Washington, D. C.,
December 17, 1919.

Dear Mrs. Evans:

Thank you so much for your kind invitation to my little ones. Nothing would give either the children or myself greater pleasure than for them to attend Marie's party.

I regret to say that Mable has been ill for two days with a severe sore throat, and under the cir-

cumstances feel sure that you will understand and appreciate my reasons for declining.

We all wish Marie many happy returns of the day.

Sincerely,
Helen H. Hawthorne.

From One Bachelor to Another

The Hazelhurst,
March 4, 1919.

My dear Winston:

Our old friend Hamilton is in town for a few days and I am inviting a few of our mutual friends to meet him at 8 o'clock next Wednesday evening. I should like very much to have you as one of the party.

Sincerely,
Howard Ellison.

John Winston, Esq.,
University Club.

Accepting

University Club,
March 5, 1919.

Dear Ellison:

It will be a real pleasure both to dine with you and to renew my old acquaintance with our mutual friend Hamilton. I shall be there and look forward to a great evening.

Yours in haste,
John Winston.

Mr. Howard Ellison,
The Hazelhurst.



HER SMILE ASSURES A FAVORABLE REPLY.

Declining

University Club,
March 5, 1919.

My dear Ellison:

Nothing but the most urgent business engagement would keep me away from your place Wednesday evening. I shall be in New York at that time, which fact, I feel sure, will be accepted by you as "extenuating circumstances" for declining.

Convey to Hamilton and the "good fellows" sure to be present my kindest regards and regrets.

Sincerely,

John Winston.

Mr. Howard Ellison,
The Hazelhurst.

When a young man's timidity or the fact that he can express himself better on paper than by word of mouth makes a formal declaration of marriage by letter advisable, extravagant expressions of endearment and affection should be avoided. The assumption is that the lady of your choice is a young woman of discretion and common sense, and, if so, a letter abounding in alleged metaphorical language, highly colored adjectives and somewhat "soft" phrases may have a tendency to lessen her regard and respect. Things that may safely be whispered in the ear of a sweetheart look rather out of place and silly when transferred to paper.

Birmingham, Ala.,
April 4, 1919.

Dear Mary:

I feel that this letter will not be entirely a surprise to you. I have been on the point of declaring my affection to you on many occasions, as you may have guessed. However, at such times, the words have simply refused to come, and my courage has failed me. I trust that you will understand why it is that I am placing on paper that which, up to the present time, I have not dared to speak.

I have loved you devotedly for many weeks, have admired your many sterling qualities and your sweetness of disposition. I feel that my whole future happiness depends upon your consenting to become my wife.

It is unnecessary for me to say that I shall count the minutes until your reply reaches me.

I am, with sincere affection,

Edward H. Patterson.

Accepting

Birmingham, Ala.,
April 4, 1919.

My dear Edward:

I will not say that your letter was entirely a surprise to me, and I hasten to assure you that it has given me great happiness. I do not hesitate in saying that your feelings are reciprocated, and that I trust I shall be worthy of your honest affection.

I shall be glad to see you at any time.

Affectionately,

Mary.

Rejecting

Birmingham, Ala.,
April 4, 1919.

My dear Mr. Patterson:

You have paid me the highest compliment a man can possibly pay a woman. I appreciate the honor and regret that I must hasten to advise you that I do not hold the affection for you that a wife should hold for her husband. While I admire and respect you greatly, I feel that marriage would be a great mistake. If I have given you reasons for thinking my sentiments were other than those of a sincere friend, I deeply regret the fact.

I sincerely trust that you may find some woman, more worthy than I, who will make the wife that you deserve.

Sincerely your friend,
Mary Williamson.

*Letter to the Father, requesting permission to pay
your addresses to his Daughter.*

Atlanta, Ga.,
September 5, 1919.

My dear Sir:

I take the liberty of addressing you upon a subject that is of vital importance, in fact, that concerns my entire future happiness. I have long admired your daughter and have finally realized that nothing else is of any consequence if I cannot win her for my wife. I have reasons to believe that my attentions are not unacceptable to her, and, believing that we shall be both congenial and happy in our married life, take this method of asking your permission to request her hand in marriage.

I am not a wealthy man, having only my income of \$2,000.00 per annum, but I have approximately \$3,000.00 in the bank and in Liberty Bonds, and feel sure that I can support her and make her happy.

With assurances of regard and esteem, I await your reply.

Yours, very respectfully,
Edward H. Patterson.

Accepting

Atlanta, Ga.,
September 6, 1919.

My dear Mr. Patterson:

Your letter of yesterday's date, while somewhat of a surprise, is nevertheless something for which every Father must be prepared. I have scarcely realized the fact that Mary had grown up, but am forced to acknowledge that such is the case. I admire the frank manner in which you have written me, and have no objection to your paying your addresses to my daughter and to your marriage at the proper time and place. In the meantime, you will be welcome at our home at any time.

Sincerely,
J. H. Williamson.

Refusing

Atlanta, Ga.,
September 6, 1919.

My dear Sir:

Your letter of September 5th has amazed me. Had I for a moment thought that any but the most platonic sentiments existed between yourself and my daughter, I should have interfered long before

the present time. In the first place, Mary is far too young to think about marriage for the next three years; again, I do not consider your income sufficient to support her in the manner to which she has been accustomed.

I have no objection to you personally, but do not fancy you as a son-in-law—at least not yet.

Under the circumstances, I think it best that you discontinue your visits to my house. Regretting the necessity for addressing you in a manner which, at this time, may appear unkindly, I am,

Very respectfully,

J. H. Williamson.

Letters of Condolence

Letters of sympathy in time of bereavement are probably the most difficult of all to write. Words are so inadequate to express properly one's feelings at such times that one should approach such a task with prayerful consideration.

To a Friend on the Death of Her Husband

Pensacola, Fla.,
February 4, 1919.

My dear Mrs. Anderson:

It was with feelings of the deepest grief and sorrow that I read the account of your husband's death.

At such a time it is indeed difficult to choose words that possibly may comfort one whose loss is so great. Knowing your husband intimately as I did, I can understand what a terrible blow his death must be to you. His place will not be easily

filled in the world; how impossible to fill it in the home.

While not rich in this world's goods, he left a legacy that is undying to his children in a name that is unsullied and a life that was beyond reproach. You at least have a happy reunion to look forward to when there shall be no more parting. May God in His infinite mercy help you to bear this cross and give you the peace and perfect understanding that will enable you to bow in submission to His will.

It is unnecessary to assure you that you have but to call upon me and I will consider it a favor to serve you in any way within my power.

Most sincerely,

Charles H. Graham.

Mrs. J. H. Anderson,
Pensacola.

To a Friend on the Death of His Wife

Raleigh, N. C.,
April 18, 1919.

My dear Charles:

It should not be necessary for me to tell you how constantly you are in my thoughts and how my heart bleeds for you during the sorrowful and lonesome hours through which you are passing.

Your wife was one of the noblest characters I have ever met, and was undoubtedly one of those rare true Christians whose every-day life was spent in living for others. You have cause for your grief, my dear Charles, and your present outlook on life will naturally seem all but hopeless.

You have many true friends who are sympathizing with you in your hour of affliction and who

are anxious to do something, anything to help you bear this burden. Do not hesitate to call on me at any hour of the day or night—I shall be ready to come at your command, or to receive you. Try to get out into the open and view the handiwork of God and nature during this wonderful spring; take long walks and try to reconcile yourself to God's will.

I feel that I have utterly failed properly to express my feelings, but, my dear fellow, you know and must realize how willingly I would bear a part of this pain for you, were it but possible.

With assurances of affection and trusting that you will not fail to call me up some time when I can personally tell you something of what I feel, I am,

Sincerely,

William H. Standiford.

To Charles H. Dillingham,
Raleigh.

To a Friend on the Death of a Sister

Asheville, N. C.,
October 9, 1919.

My dear Frank:

I trust that this short note may at least to some slight extent assure you of my sincere sympathy for you in your affliction. Your sister was a young lady of exceptionally high character and with a charming and charitable personality, which endeared her to her many friends and acquaintances. We all mourn with you and are anxious to share your pain and sorrow. It is indeed sad to see any one who had so much to make life happy cut off in the flower of her youth.

It must be a matter of some comfort to you in

your hour of affliction to realize that every one who came in contact with her was made better—that her simple Christian life was an example that will live forever in the hearts of her many friends. The world has been made better by her short sojourn here. May God give you strength and grace to say “Thy will be done.”

Your sincere friend,

Charles W. Wellington.

Frank Armstrong, Jr.,
Asheville, N. C.

The three foregoing letters are all that will be given of this particular type of communication. The author feels to a certain extent presumptuous in advising his readers how to write at such a time. One should be guided by the heart and it is not the way a letter of condolence is worded but the honest sympathy and sincerity that can be read between the lines that comforts the friend who is sorely afflicted.

Letter of Apology

San Antonio, Texas,

August 5, 1919.

Dear Miss Rivers:

I fear that nothing I can say will influence you to overlook my inexcusable actions last night. A gentleman should never lose his temper in the presence of a lady, no matter what the provocation, and you would be perfectly justified in considering our acquaintance at an end.

I am honestly and sincerely penitent for what I said and did, and can assure you that nothing of

the kind will ever happen again under any circumstances or conditions.

I can only hope that your charitable nature will allow you to forgive if not forget the occurrence. I have no excuse to offer; I simply throw myself on the mercy of the court, trusting that you will temper justice with mercy and give me another trial.

Yours, most sincerely,

Henry B. Adams.

Miss Caroline Rivers,
Addressed.

The Reply

San Antonio, Texas,
August 6, 1919.

Dear Mr. Adams:

I have read your letter of apology several times and have carefully considered the matter from all sides. I want to be just and yet at times I feel as if I could never quite overlook what was almost a direct insult in public. Your letter rings true, however, and I really believe that you are sincerely sorry. Under the circumstances, I am inclined to forgive you and allow our relations to remain the same as before the unfortunate occurrence, trusting that nothing of the kind will happen again, for a repetition would assuredly force me to consider our friendship at an end.

Yours very truly,

Caroline Rivers.

Mr. Henry B. Adams,
Addressed.

A Letter of Introduction

Charleston, Miss.,
May 6, 1919.

Dear Mr. Henderson:

This letter will be presented by Mr. Edwin H. Laird, a personal friend of mine, who will be in Jackson for two or three days on business.

I heartily commend him to you as a young man of sterling qualities and pleasing personality, and feel assured you will consider yourself fortunate in having the opportunity to make his acquaintance.

Anything that you may do towards contributing to his comfort or pleasure while in your city will be considered as a personal favor.

Yours very truly,
James H. Edwards.

Mr. John M. Henderson,
First National Bank Bldg.,
Jackson, Miss.

Another Form

Charleston, Miss.,
May 6, 1919.

My dear Mr. Henderson:

The bearer, Edwin H. Laird, will be in Jackson on the 8th and 9th instant on business. You may rest assured that his word is as good as his bond, and I take pleasure in testifying to his absolute reliability in every sense of the word.

I commend him to your good offices and will highly appreciate any courtesy you may extend.

Sincerely,
James H. Edwards.

Mr. John M. Henderson,
Jackson, Miss.

CHAPTER XIV

ETIQUETTE IN THE HOME

There are many individuals whose reputation for good breeding and politeness is indisputable in public. They are frequently pointed out and made a shining example to young people as being everything that is desirable in manners and general deportment. They are never guilty of a breach of etiquette or good manners in public, and are models of propriety in every sense of the word when on exhibition. And yet, alas! If we see them in their homes, what an extraordinary transformation has taken place. An untidy and careless appearance has taken the place of the carefully correct attire and toilet for public display; unpolished shoes, shabby and soiled linen and apparel, and a generally unkempt look now is shown by the supposed infallible and perfectly clothed individual. Not content with a decided falling off in personal appearance, the manners of the man or woman have also greatly deteriorated. Sharp, cutting remarks are now in evidence instead of gentle and kindly phrases; coarse witticisms take the place of really clever but harmless humor, and we wonder if we have not been mistaken. Surely this cannot be the same polished and charming member of society we met at a public social function a few evenings ago—and yet, it is only too true—the affected veneer and

polish put on for the benefit of the public is thrown off at home, showing the supposed perfect lady or gentleman to be selfish, coarse and unworthy of the respect and esteem falsely obtained by studious and careful conduct in public.

Such individuals are the Pharisees of Society, and are invariably hypocritical and untrustworthy; their undoing and final disastrous finish is a matter of absolute certainty, and sooner or later they will be known for what they really are and shunned and ostracized accordingly.

The man or woman who will smile sweetly on all occasions when on inspection socially and will loudly call downstairs for the patient and tired mother to perform some task that should rightly fall to their own lot; or absolutely ignore and sneer at the kindly advice of an aged father or relative is neither lady or gentleman in the true sense of the word—far more apt are they to be a “snob” or a “cad.”

At no time or place is true gentility and perfect manners so in evidence as in the home. What Heaven on Earth is the home where each member of the household holds for the other a true, unselfish and sincere affection; when one readily sacrifices his pleasure or convenience for the other. When the Son greets Father and Mother at the breakfast table with a pleasant smile, kissing his Mother and kindly inquiring after his Father's health. Later he will assist his Father with his coat and in every way show that he is

honestly interested in everything that pertains to his happiness and welfare. Likewise the daughter is up assisting her Mother cheerfully with the morning tasks, greeting each member of the household with a smile and pleasant speech, doing everything possible to lighten the work about the house up to the time it is necessary for her to leave for office or school.

Likewise, Father and Mother should do their part. The head of the house should avoid the early morning grouch, so frequently in evidence at the breakfast table; Mother should be pleasant and not inflict the family at meal time with the small, petty and vexatious annoyances of domestic life. Above all, the wife and mother should avoid nagging. Nothing will do more towards destroying the peace and comfort of a home to any greater extent than the wife who constantly nags at husband and children for things that really amount to nothing. While it is trying if a certain member of the family is a little late to some meal, yet it does not help matters or add to the harmony of the meal to scream at the offender for five or ten minutes. In like manner, each member of the household should earnestly try to arrive promptly; nothing so harrasses or tends to drive the housewife to sharp and caustic remarks as lateness to meals; we should all be on time unless exceptional and very good reasons prevent.

The writer doubts if any good has ever been accomplished in this world by scolding. At cer-

tain times discipline and punishment are absolutely essential, but constantly telling a child that it is bad will eventually make the accusation come true.

It is unpardonable and unforgivable in a mother for prudish reasons to avoid taking a daughter who is just entering into womanhood quietly aside at times and explaining to her the mysteries of life, the snares and temptations that await the young girl and woman in the world, and giving the child the benefit of her experience. Oh, mothers! You will live to regret your shyness and embarrassments on these subjects. If your daughter learns of birth and life and sex from your own lips she will ever after consider such things as sacred and proper. The girl who faces the world in ignorance and learns of these vital secrets through so-called "smutty" stories and from companions starts with a great handicap. She will soon consider such subjects as something unclean and will acquire an entirely incorrect idea of the beauties of life. Far more girls go wrong through ignorance of the manners of men and the pitfalls that are in her path than through all other causes combined. The mother whose daughter falls through such ignorance is at least indirectly responsible for her downfall.

Likewise, the Father should talk to his son through the period of adolescence, warning him against the sins of the flesh, teaching him that he should live as clean a life as he would expect his

mother and sister to live, so that he may eventually be worthy of the love and respect of some pure woman.

It is the Father's duty, no matter how limited his income, to make provision for his family in the event of his death. Life is at best uncertain, and there is no such real tragedy in this life as the family which faces the future after the funeral without funds or ability to earn an honest living. Such things drive boys to crime and girls to the street. Life insurance is absolutely essential, and the first present a young husband should hand to his wife is a policy in some good and reliable Insurance Company.

It is likewise the Father's duty to see that his wife's allowance is up to the limit of his ability. It is her duty to see that the family is well fed and clothed, and nothing else is more certain to produce an unhappy, discontented household as a stingy provider. He should at no time cripple himself to provide either food or apparel beyond his means, and should let nothing interfere with a small savings account.

The Mother should take a pride in providing the best possible food and clothing for herself and children that her allowance permits. Careful planning and real judgment will permit the expenditure of a small allowance far more satisfactorily than large amounts carelessly and unnecessarily expended. All girls should be taught to sew, both by hand and on the machine. Any

young woman in moderate circumstances who can make her own clothes has a wonderful advantage over her more unfortunate sisters. Children should, early in life, be taught the importance of saving. Systematic saving, persisted in from month to month, insures eventual independence and prosperity to a greater extent than any other one thing. Likewise should children be brought up in the knowledge that "Honesty is the best policy"—in fact, it should be impressed upon them that it is the *only* policy. Children are frequently naturally dishonest. This is not at all unusual, and is the result of a variety of combinations and circumstances. A child soon learns that, after committing a fault, they are not punished if not found out. Thus they are encouraged to prevaricate. Early in life, it should be most forcibly impressed upon them that a lie is an almost unpardonable sin, far worse than the original fault that made the lie necessary. No child should be punished for an accident; for example, the breaking of a dish, vase, loss of a book. They should be admonished to be more careful in the future, but never punished unless the fault threatens to become chronic. When a child bravely comes and confesses a fault—ah, how tenderly and with what good grace this confession should be received. But when once a child lies, punishment should be swift, severe, and nothing should prevent it.

The author has not the slightest intention to

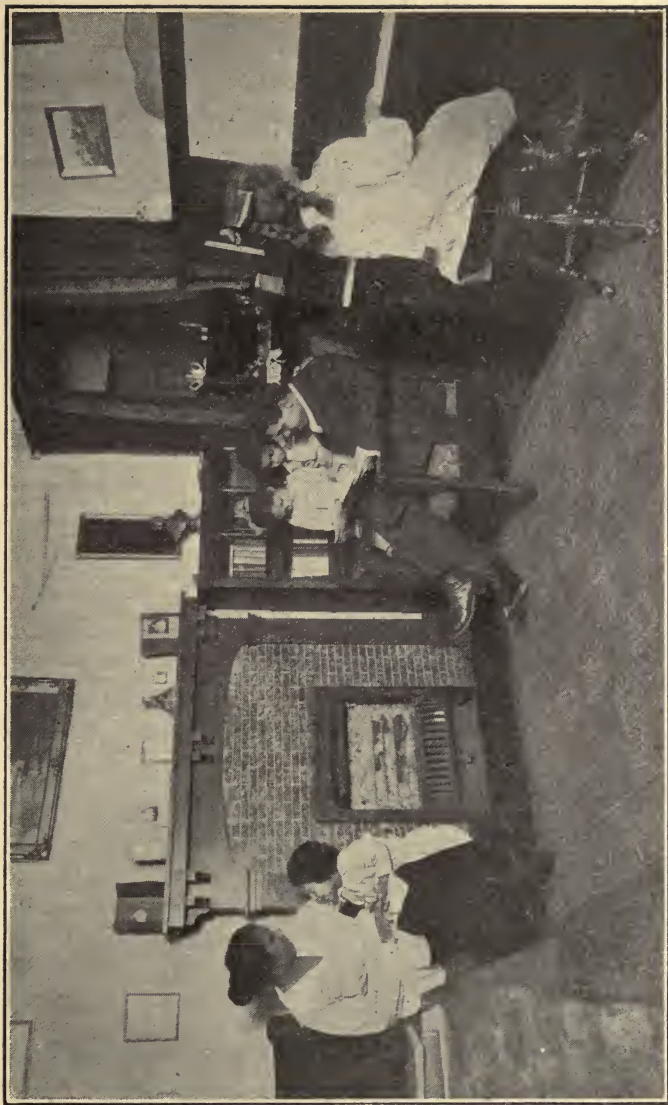
preach a long and tedious sermon on how properly to raise children, and has simply touched on a very few of the vital subjects that should be carefully and prayerfully considered by all fathers and mothers.

Children should be taught to be courteous to each other at home, thereby establishing the true foundation for future perfect ladies and gentlemen. Little boys should be taught to sacrifice themselves and to be invariably helpful and polite to their own sisters as well as to somebody else's sister. Boys frequently wonder what it is that other fellows see in their sisters to admire; this is all too frequently the case, and is often the result of the sister's disregard and inconsiderate actions towards a younger brother. How beautiful to see a real and sincere affection between brother and sister; this shows good breeding and etiquette without question.

In conclusion, the secret of etiquette in the home, the essential for real and unadulterated happiness, is unselfishness and kindly consideration for the thoughts and feelings of each member of the household. Parents should never hold a child up to ridicule—nothing is more cruel to a sensitive child than this. The entire subject may be summed up by urging true charity and Christianity in every-day life. No more beautiful hymn has ever been written than "When There's Love at Home." It should be sung heartily and with true feeling and sentiment on the occasion of each

wedding anniversary and frequently in between times.

The foregoing chapter has been written with an effort of proving that the man or woman who affects a pleasant personality, gentle breeding and good manners in public and drops the mantle of courtesy and politeness at the door of the home is but a shell of the perfect lady or gentleman, a polished exterior covering selfishness, hypocrisy and general rottenness at the core.



WHEN THERE'S LOVE AT HOME, ILLUSTRATING "ETIQUETTE IN THE HOME."

CHAPTER XV

A FEW GENERAL RULES

Nothing so plainly shows a lack of breeding as to converse while some one is entertaining the company with music or recitation. It also is proof of extreme selfishness on the part of those guilty of this breach of etiquette.

Ladies, bear in mind that "Familiarity breeds contempt."

Gentlemen should always rise from their seats when being presented to members of either sex; with ladies this is not necessary.

When playing cards or any other game, carefully avoid any public demonstration of annoyance at a run of bad luck.

Gentlemen do not give expensive presents to ladies unless a degree of unusual intimacy exists. Candy and flowers are always proper gifts.

Gentlemen will always raise their hat when a lady acknowledges some act of courtesy as a response to such acknowledgment; likewise after assisting her into a carriage or automobile.

It is unpardonable to cut a person deliberately on the street unless for some extremely good reason, and the reasons are extremely few. If a person has been so unfortunate as to have disgraced himself, the true gentleman or lady will go out of their way to speak kindly to their erring

friend or acquaintance. It is very easy to show an undesirable person that you are not willing to be on any but the most formal terms with him by coldly bowing or other means.

Gentlemen should never offer to shake hands with a lady, particularly if the acquaintance is slight; this is the lady's prerogative, and she may use her own judgment as to when it is proper to extend her hand in greeting. Except in exceptional cases, the lady should not offer to shake hands on the street.

Avoid talking about your personal affairs and petty troubles; you will soon gain the reputation of being a bore; never, under any circumstances, air your family grievances in public; nothing shows poorer taste.

Do not be too inquisitive; no matter how curious do not try to pry into the affairs of your friends and acquaintances. You will be spoken of as a busybody and shunned by everyone if you do.

Avoid gossip, particularly avoid speaking unkindly of any friend or acquaintance who is absent. This is one of the most common breaches of etiquette, and many things said at random, with no intention of actual harm, have wrought havoc in the lives and reputations of others.

Should a lady's shoe become unlaced, a gentleman may, with perfect propriety, offer to fasten same.

Do not whistle or hum to yourself when on the street.

Avoid onions or tobacco when you contemplate making a social call on ladies.

Above all things, do not pick your teeth, clean your finger nails or scratch your head in public.

Ladies are not expected to take a gentleman's arm when promenading in the day time.

Individuals so fortunate as to be able to entertain by reciting, singing, playing or in other ways should respond gracefully when asked, unless for some really plausible reason. Only a very inexperienced person waits to be urged. Be careful not to occupy the limelight and show off for too long a period as to have your efforts become monotonous. It is far more tactful and satisfactory to stop before the company has heard quite enough than to go to the other extreme.

Gentlemen should not smoke at any time in the presence of ladies without requesting and obtaining their permission in advance. If the permission is given with apparent reluctance, the perfect gentleman will have sufficient diplomacy not to take advantage of the privilege. Under no circumstances should a gentleman smoke when walking with a lady on the street; the fact that this is done frequently does not alter the fact that it is a breach of etiquette.

Gentlemen should be careful to extend all possible little courtesies, such as picking up a glove or handkerchief, fetching a chair, assisting her in and out of street cars; nothing so endears a

man to the feminine mind as the strict observance of these small but important matters.

Avoid affectation; be simple and natural. If the company in which you are spending an evening is a little lower than your own social plane, do not adopt superior airs.

Do not read personal letters or papers in company unless absolutely necessary; at such a time, request permission to do so and apologize for the necessity.

If visiting a sick friend, above all things be cheerful; do not insist upon relating how many of your friends have been likewise afflicted, and how much worse they were; avoid talks of friends who have been seized with the same malady and fatally attacked.

Do not force your opinion and insist upon being heard when your superiors are talking.

Avoid speaking of melancholy and doleful matters at the table or at social gatherings.

If a person appears in public with bruised countenance or other blemish, do not gaze at the unfortunate individual fixedly, nor inquire as to how it happened. It is generally bad enough without having to add unpleasant explanations.

In case of argument, remember there are always two sides, and do not treat your opponent with scorn and strive to give the impression that he is of unsound intellect; possibly the company are entertaining the same sentiments towards yourself.

Be ever courteous to every one, no matter what his rank and station in life may be.

Never speak in a frivolous manner of sacred things.

Do not permit yourself to become annoyed or disturbed at trifles.

CHAPTER XVI

MENUS

NOTE.—The following are appropriate menus for Breakfast, Lunch and Dinner, and sufficiently elaborate for most occasions. They may be varied to suit the taste and purse of the hostess:

BREAKFAST

Grape Fruit

Cereal, with Cream

Shirred Eggs

Buttered Toast

Broiled Lamb Chops

French Fried Potatoes

Hot Rolls

Coffee

LUNCH

Hot or Cold Consomme in Cups

Salted Wafers

Olives

India Relish

Saratoga Chips

Lobster a la Newburg

Cold Meats with Potato Salad

Orange Sherbet

Small Cakes

Coffee

DINNER

Oysters served on the Half Shell
Cream of Tomato Soup
Mixed Pickles Salted Wafers Chow Chow
Broiled Black Bass Small Potatoes
Roast Chicken or Turkey
Mashed Potatoes Green Peas
Corn Fritters
Tomatoes, Lettuce and Asparagus Tips
Served Iced with Mayonnaise
Ice Cream
Layer Cake
Candies Raisins Nuts
Coffee

CHAPTER XVII

CORRECT DRESS CHART FOR MEN.

COAT	VEST	TROUSERS	HAT	SHIRT & CUFFS	COLLAR	CRAVAT	SHOES	SOCKS	GLOVES
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Occasion—Weddings, Balls, Formal Dinners, Theater Parties, Receptions.

Evening Tail Coat	Black or White Low Cut	Black to Match Coat	Silk or Opera	White Stiff Bosom Single Cuffs	Plain Straight Band or Turned at Corners	White Bow	Black Patent Leather	Black	White Kid
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Occasion—Informal Evening Affairs After 6:00 P. M.

Tuxedo or Dinner Jacket	Same as Above or Plain Colored Silks	Same as Above	High Silk or Opera Soft Straw for Summer	As Above Pleated Bosom for Summer	As Above for Warm Summer, low Turned Down	Black Bow Plain or Bat Wing	As Above also Plain Black	As Above	White Buck
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Occasion—Day Weddings.

Frock or Cutaway	Black or Colored Washable Stuffs	Black or Gray or Striped Shepherds	High Silk 2 nd Band	As Above	Plain Band Poke or Turned at Corners	Fore in Hand, Black, White, or Pastel Shades	Black or Brown with Cloth Tops	Dark Silk	Tan or Grey Kid
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Occasion—Business, Morning Wear.

Cutaway Single or Double Breasted Sack	Single or Double to Match Coat or Conserva- tive Colors	Like Coat	Black Derby or Soft Straw	White or Colored Neglige	Any Style	Any Style Using Judgment	Black or Dark Tan White in Summer	Black or Colors Not too Loud	Kid or Suede Most Any Color
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Occasion—During Extreme Hot Weather.

Single or Double Breasted or Palm Beach	None Wear Belt	Like Coat or White Flannel	Straw or Soft Felt	White or Colored Neglige	Any Style Low Recom- mended for Comfort	Bows Fore in Hands	Low Black Tan White	Silk, Black or Colors Not too Loud	None
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NOTES.—“A”. With full dress, pearl or plain white studs should be used in shirt bosom. Cuff buttons to match. Watch with fob.

“B.” With informal Tuxedo, small gold studs, pearl or enamel effects. Cuff buttons to match. Do not allow watch chain to show. Wear with fob as with full dress.

“C.” For a rather formal afternoon reception, dress as if for day wedding. For informal afternoon affairs, same as for business or morning wear.

The foregoing chart has been compiled after consultation with several of the leading haberdashers of Washington and New York. It is authentic, thoroughly reliable and can be followed fearlessly.



